
RE: Data Subject Access Request - Mr Jake Harold Craddock

From SPS Subject Access Requests <SPSSubjectAccessRequests@prisons.gov.scot>

Date Fri 2026-05-15 10:02 AM

To MMA Legal <evidence@mmalegal.co.uk>

OFFICIAL

Good morning,

Thank you for your email of 15/04/2026, in which you requested access to information on your client's time in custody. Your request was processed as a Subject Access Request (SAR) in accordance with Section 45 of the Data Protection Act 2018 (DPA).

Upon receipt of your request, relevant searches of our records were carried out, and I can now confirm we no longer hold records that contain your client's personal data relevant to your request. This is because our electronic prisoner records system only holds data from 1995 onwards and paper prisoner records created prior to this have been destroyed in accordance with our Prisoner Records Retention and Destruction Policy.

Some historic prison records have however over the years been transferred to the National Records of Scotland (NRS), therefore if our searches do not return any results, we ask NRS to carry out a search of SPS records they hold on your behalf. NRS have concluded their search and confirmed they could find no data pertaining to your client for the period listed in your request.

NRS have previously advised us that a separate SAR can be submitted directly to them as they can carry out a wider search of non-SPS records created by Scottish Government which relate to institutions that looked after young offenders. Court and Legal colleagues may also be able to identify any court records, which might include personal information. If you wish to do so, you can submit a request to dataprotection@nrscotland.gov.uk.

You may also wish to submit a SAR to the Scottish Government (SG) as the Directorate for Children and Families hold some redacted copies of Scottish Education Department files relating to institutions for looked after children/ young offenders. A request to SG can be submitted via: <https://www.gov.scot/publications/contacting-the-scottish-government-handling-your-data/>

If you are dissatisfied with our response you should in the first instance, contact the SPS Data Protection Officer explaining the reason(s) for the dissatisfaction:

- by letter to Data Protection Officer, SPS Headquarters, One Lochside, 1 Lochside Avenue EDINBURGH EH12 9DJ
- Or by emailing SPSDataProtectionOfficer@prisons.gov.scot

If you remain dissatisfied, you have the right to ask the Information Commissioner to review the application of any restriction applied by SPS or to complain to the Information Commissioner at:

- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You also have the right to apply to a court where you believe there has been an infringement of your client's rights under the data protection legislation in contravention of that legislation.

Kind regards,
Adam

Adam Smyth
Data Protection Administrator
One Lochside
1 Lochside Avenue
Edinburgh
EH12 9DJ

Email: Adam.Smyth@prisons.gov.scot

OFFICIAL

From: MMA Legal <evidence@mmalegal.co.uk>
Sent: 15 April 2026 15:18
To: SPS Subject Access Requests <SPSSubjectAccessRequests@prisons.gov.scot>
Subject: Data Subject Access Request - Mr Jake Harold Craddock

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Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018

Client Name: Mr Jake Harold Craddock
Client Address: 2 Mount Stuart Road, Largs, KA30 9ES
Client Reference: %Client_ID%
Date of Birth: 13/08/1955
Also Known As:
Name in Care:

Dear Sir/Madam,

We act on behalf of the above-named individual who was placed in residential care at the institution(s) referenced below during the approximate period stated.

Approximate Dates of Placement:

- Darvel House Lanarkshire : 1968 - 1968
- Glenochil Young Offenders Institution: 1970 - 1971

We submit this request under Article 15 of the UK General Data Protection Regulation and the Data Protection Act 2018.

We expect a response within the statutory one calendar month period. If you require an extension, please confirm this in writing with full justification.

Please find the enclosed request.

We thank you for your assistance in this matter.

Yours faithfully,

Investigations Team
MMA Legal
E: evidence@mmalegal.co.uk
T: 0161 563 0816

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