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**Data Protection (DP) SAR26-27 - 312-Access - Redress Subject Access Request ref 100875 (NRS-DP-2026-636) - Response**

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From dpa@gov.scot <dpa@gov.scot>  
Date Fri 2026-05-29 8:23 AM  
To evidence@mmalegal.co.uk <evidence@mmalegal.co.uk>  
Cc dpa@gov.scot <dpa@gov.scot>

Your Ref: 100875  
Our Ref: SAR26-27 - 312-Access - Redress

Dear Sirs

**SUBJECT ACCESS REQUEST**

I am writing to you regarding your email dated 29 April 2026, making a request for personal information on behalf of your client, Miss Kay Thomson.

The Scottish Government do not hold all files in relation to all schools and residential homes and as a result of our searches, I can confirm that we have been unable to locate any documentation based on the information you have provided.

I appreciate that this will be disappointing for your client. However, National Records Scotland will respond to you directly to inform you of the results of the search of their records and may be also in the position to provide details of other public bodies who may hold information relating to your request.

If you are not satisfied with this outcome and wish to make a complaint about the handling of your request, please contact the Scottish Government's Data Protection Officer in the first instance.

Data Protection Officer  
Victoria Quay  
EH6 6QQ  
[dataprotectionofficer@gov.scot](mailto:dataprotectionofficer@gov.scot)

If, following this review, you still have concerns about the way your data has been handled you can write to the UK Information Commissioner's Office – the regulator for data protection in the UK – at the following address:

Information Commissioner's Office  
Wycliffe House Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745

You may also find their website <http://www.ico.org.uk/> a useful source of information.

Kind Regards

Rebecca

**Rebecca Swales**

**Information Assurance and Data Protection Advisor| Digital Citizen Unit| Scottish Government**

Pronouns: She/Her

*Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD |*

[Data Protection & Information Assets Mailbox](#)

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**From:** Rebecca Swales <Rebecca.Swales@gov.scot> **On Behalf Of** Data protection and information assets Mailbox

**Sent:** 01 May 2026 10:25

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

**Cc:** Data protection and information assets Mailbox <dpa@gov.scot>

**Subject:** Data Protection (DP) SAR26-27 - 312-Access - Redress Subject Access Request ref 100875 (NRS-DP-2026-636) - Acknowledgement

Your Ref: 100875

Our Ref: SAR26-27 – 312-Access - Redress

Dear Sirs

## **SUBJECT ACCESS REQUEST**

I refer to your email to National Records Scotland requesting a search of records in relation to your client, Miss Kay Thomson.

NRS have passed your request to the Information Assurance and Data Protection team at the Scottish Government to enable a search of records held by the Directorate for Children and Families to be conducted.

All personal information will be accessible to you unless that information is covered by an exemption under data protection laws.

In carrying out your request information will be shared with relevant business areas where necessary to ensure a complete return.

The one calendar month period allowed for response to your request will expire on **29 May 2026**.

Kind Regards

Rebecca

**Rebecca Swales**

**Information Assurance and Data Protection Advisor| Digital Citizen Unit| Scottish Government**

Pronouns: She/Her

*Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD |*

[Data Protection & Information Assets Mailbox](#)

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