

Fife Council

Date 19/08/2026

No address on record

Our Ref: DSAR-20260819-561BC3

Client Ref: 101190

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 101190

Client Name: Miss Lisa Ward

Client Address: 79 Wellesley Road , Methil, Leven , Fife , KY8 3AD

Client Reference: 101190

Date of Birth: 07/01/1978

Name in Care:

Previous Address: 5 Kestrel Grove, Buckhaven , Fife , KY8 1ES

Parents Names: Mother: Janet Ward - Father:

Dear Sir/Madam,

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

Approximate Dates of Placement:

rimbleton house glenrothes: 1991

This request is made under Article 15 of the UK General Data Protection Regulation and Section 45 of the Data Protection Act 2018.

Scope of Request

We request disclosure of all personal data held in relation to our client, across all systems and formats, including but not limited to:

Admission and discharge records

Full placement history, including transfers between care settings

Social work records, case files, and assessments

Daily logs, key worker notes, and case notes

Incident reports, safeguarding records, and protection referrals

Case conference notes, reviews, and internal assessments
Complaints, investigations, and outcomes
Correspondence between staff, local authorities, and external agencies
Records shared with or held by third-party care providers acting on your behalf
Medical, psychological, or educational records held within the care file
Photographs or other documentation relating to our client's time in care
Records identifying staff members and roles involved in their care

Historical and Archived Records

Given the historical nature of this request, we require that all reasonable and proportionate searches are undertaken, including:

Archived and off-site storage
Legacy systems, including paper, microfiche, and scanned records
Records held under previous authority names, reorganisations, or successor bodies
Records held by contracted, private, or voluntary sector care providers commissioned by your authority

Placement and Authority Clarification

Where records indicate placement in additional care settings, we request:

Details of those institutions
Dates of placement
The commissioning or responsible authority

This information is required to ensure a complete and accurate record of our client's time in care.

Format of Disclosure

Please provide the information in electronic format where possible. Where records exist only in non-digital formats, scanned copies will be acceptable.

Enclosures

We enclose:
Signed authority from our client
Proof of identity

Should you require any further information to process this request, please advise promptly.

Statutory Timeframe

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

Non-Holding of Data

If your organisation does not hold the requested data, we require:
Formal written confirmation of this position

Details of any organisation believed to hold the data, including successor or archive bodies where applicable

Service of Documents

We only accept service of documents via email at evidence@mmalegal.co.uk. Should you for any reason be unable to send documents to the above email, please notify us via the same email imminently.

Yours faithfully,

James Taylor

Investigations Team

INS Law

E: evidence@inslaw.co.uk

T: +441618880834

 ScottishPower

v6.6_FICA_ZC28_19052026

28018 013018 0043 E 31600
Lisa Ward
79 Wellesley Road
Leven
KY8 3AD



Address for your energy supply: 79 Wellesley Road Leven KY8 3AD

Please contact us to avoid further action on your account

FINAL DEMAND Escalated Collections

30th May 2026

Account number
1615 5425 139



Urgent action required

Outstanding debt: £5,400
Due date: 11th June 2026

Ways to pay:

scottishpower.co.uk/makeapayment

Call free 24 hrs:
0800 001 5115

Download and use the app

Switch to Direct Debit



Letter of Authority

Authorisation to Act in Relation to Data Subject Access Requests

Full Name	Lisa Ward
Date of Birth	07/01/1978
Previous Names (if any)	
Current Address	79 Wellesley Road Methil, Leven Fife KY8 3AD
Previous Address (relevant to care placements)	5 Kestrel Grove Buckhaven Fife KY81ES
Mothers Name:	Janet Ward
Fathers Name:	

Authorised Representative

Firm Name	INS Law
Address	Building B, 23 Goodlass Road, Speke, Liverpool, England, L24 9HJ
Email	evidence@inslaw.co.uk
Telephone	0161 888 0830
Matter Reference	101190

Dear Sir/Madam,

I, Lisa Ward , confirm that I have instructed INS Law to act on my behalf in relation to the exercise of my data protection rights, including my right of access under the UK General Data Protection Regulations and the Data Protection Act 2018. This authority is provided specifically in relation to my application to The Scottish Redress Scheme, providing authority to INS Law to obtain any and all information they deem necessary to progress my application.

I authorise INS Law, including its partners, directions, employees, consultants, agents, and authorised representatives, to:

1. Prepare, submit, and pursue Data Subject Access Requests on my behalf;
2. Correspond with you and communicate with you on my behalf in relation to any Data Subject Access Request or associated data protection matter;
3. Request confirmation as to whether you process my personal data;
4. Request access to, and copies of, my personal data and any supplementary information to which I am entitled under applicable data protection law;
5. Request information concerning the purposes of processing, categories of personal data processed, recipients or categories of recipients, retention periods, sources of data, and any automated decision-making or profiling, where applicable;
6. Provide, confirm, or clarify information reasonably required to identify me and locate my personal data;
7. Receive correspondence, disclosures, copies of personal data, explanations, schedules, electronic files, paper records, and any other response or material provided in connection with the request;
8. Correspondence with you regarding the scope, timing, format, completeness, or adequacy of any response;
9. Raise queries, challenge omissions, request clarification, request further searches, and pursue follow-up correspondence where necessary; and
10. Where appropriate, assist me in making complaints or representations to the Information Commissioner's Office or in taking any further steps arising from your response or failure to respond.

This authority applies to personal data held by you in any form, including paper records, electronic records, correspondence notes, call recordings, account records, internal records, case files, databases, emails, messages, audio recordings, CCTV footage, and any other records containing my personal data.

This authority extends to all personal data concerning me that you hold.

I request all correspondence and disclosure materials relating to any Data Subject Access Request be sent directly to INS Law using the contact details above, quoting reference

I further authorise INS Law to disclose any records, personal data, special category personal data, witness statements and application materials obtained on my behalf to independent Scottish solicitors or legal advisers where reasonably required for the purpose of advising me on any offer, award, review, reconsideration or statutory waiver under the Scottish Redress Scheme.

This authority remains valid from the date of signature, unless revoked by me in writing.

Signature	
Print Name	Lisa Ward
Date	29/07/2026

Certificate of Authenticity

Fintrixor — electronic signature record



Certificate ID	01KYPQNEDNWR2FY2HFE0WHA6WV
Document ID	01KYMNI1V03SH35Q5PFFHV51PB1
SHA-256 Document Hash	5271bccbecbb5fac7d0f816b43665f49a06af591451fe25ad74b565fcd884adf
Recipient Name	Miss Lisa Ward
Recipient Email	lisaward2894@gmail.com
Signing Timestamp (UTC)	2026-07-29 10:44:52
IP Address	185.69.145.165
Browser	Chrome on Android

Signing Consent & Review

Document opened	2026-07-28 15:31:21 UTC
Document reviewed (scrolled through)	2026-07-28 15:35:31 UTC
Consent confirmed	2026-07-29 10:44:52 UTC from 185.69.145.165

Statement confirmed: "I confirm that my electronic signature is legally binding and has the same legal effect as a handwritten signature."

Audit Trail

Event	Timestamp (UTC)	IP Address	Browser
Document created	2026-07-28 15:21:20	45.145.101.64	Unknown browser
Document sent to recipient	2026-07-28 15:21:56	45.145.101.64	Unknown browser
Document opened by recipient	2026-07-28 15:31:21	85.255.237.145	Chrome
Document opened by recipient	2026-07-28 15:33:37	85.255.237.145	Chrome
Document reviewed (scrolled through)	2026-07-28 15:35:31	85.255.237.145	Chrome
Document opened by recipient	2026-07-28 15:57:35	85.255.237.145	Chrome
Document opened by recipient	2026-07-29 10:41:20	185.69.145.165	Unknown browser
Document opened by recipient	2026-07-29 10:42:28	185.69.145.165	Chrome
Legally-binding consent confirmed	2026-07-29 10:44:52	185.69.145.165	Chrome
Document signed	2026-07-29 10:44:52	185.69.145.165	Chrome

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KYPQNEDNWR2FY2HFE0WHA6WV>