

**Fife Council**

Date 29/07/2026

*No address on record*

Our Ref: DSAR-20260729-F5D0F9

Client Ref: 101007

Subject: Data Subject Access Request under Article 15 UK GDPR and Section 45 DPA 2018 - Our Reference: 101007

Client Name: Mr Lee Reid

Client Address: 153 Valley Gardens S, Kirkcaldy, KY2 6AN

Client Reference: 101007

Date of Birth: 10/05/1992

Name in Care:

Previous Address: 49 Fowler Ave, Aberdeen AB16 7YS

Parents Names: Mother: Nicola Reid - Father: None

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:

Foster Care: 2002-2004

Foster Care: 2001-2003

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](mailto: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

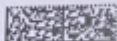
E: [evidence@inslaw.co.uk](mailto:evidence@inslaw.co.uk)

T: +441618880834



3602/7307/1/14440598  
Lee Reid  
153 Valley Gardens South  
Kirkcaldy  
KY2 6AN

316B



**CUSTOMER & ONLINE SERVICES**

Benefits and Council Tax

Telephone 03451 55 11 55

[www.fife.gov.uk/schoolbenefits](http://www.fife.gov.uk/schoolbenefits)

25<sup>th</sup> June 2026

Dear Sir/Madam

**Free School Meals & School Clothing Grant**

You have been awarded free school meals and a school clothing grant for the 2026/2027 school year for the children listed below.

LEE IAN KENNETH REID, 21/06/2011, KIRKCALDY HIGH SCHOOL

The school clothing grant will be paid into your bank account using the details below.  
Payments are £130 per child for primary pupils and £160 per child for secondary



## Letter of Authority

Authorisation to Act in Relation to Data Subject Access Requests

|                                                       |                                               |
|-------------------------------------------------------|-----------------------------------------------|
| <b>Full Name</b>                                      | Lee Reid                                      |
| <b>Date of Birth</b>                                  | 10/05/1992                                    |
| <b>Previous Names (if any)</b>                        |                                               |
| <b>Current Address</b>                                | 153 Valley Gardens S<br>Kirkcaldy<br>KY2 6AN  |
| <b>Previous Address (relevant to care placements)</b> | 49 Fowler Ave<br>Aberdeen Ab16 7ys<br>AB167YS |
| <b>Mothers Name:</b>                                  | Nicola Reid                                   |
| <b>Fathers Name:</b>                                  | None                                          |

## Authorised Representative

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| <b>Firm Name</b>        | INS Law                                                                |
| <b>Address</b>          | Building B, 23 Goodlass Road,<br>Speke, Liverpool, England, L24<br>9HJ |
| <b>Email</b>            | evidence@inslaw.co.uk                                                  |
| <b>Telephone</b>        | 0161 888 0830                                                          |
| <b>Matter Reference</b> | 101007                                                                 |

Dear Sir/Madam,

I, Lee Reid , 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.

|                   |                                                                                    |
|-------------------|------------------------------------------------------------------------------------|
| <b>Signature</b>  |  |
| <b>Print Name</b> | Lee Reid                                                                           |
| <b>Date</b>       | 01/07/2026                                                                         |

# Certificate of Authenticity

Fintrixor — electronic signature record



|                         |                                                                  |
|-------------------------|------------------------------------------------------------------|
| Certificate ID          | 01KWEM3CZFHB2NC77W8DC7EHHH                                       |
| Document ID             | 01KWEKJT9WBH97QF1B0H5EZTAA                                       |
| SHA-256 Document Hash   | 4a998af0ec3ca212039c76eedf84dee4727279b765dfe8cb8cee51be3e1ebac4 |
| Recipient Name          | Mr Lee Reid                                                      |
| Recipient Email         | leereid26@icloud.com                                             |
| Signing Timestamp (UTC) | 2026-07-01 10:37:52                                              |
| IP Address              | 104.28.89.57                                                     |
| Browser                 | Safari on iOS                                                    |

## Signing Consent & Review

|                                      |                                           |
|--------------------------------------|-------------------------------------------|
| Document opened                      | 2026-07-01 10:34:16 UTC                   |
| Document reviewed (scrolled through) | 2026-07-01 10:34:39 UTC                   |
| Consent confirmed                    | 2026-07-01 10:37:52 UTC from 104.28.89.57 |

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                     | 2026-07-01 10:28:49 | 45.145.101.64 | Unknown browser |
| Document sent to recipient           | 2026-07-01 10:31:00 | 45.145.101.64 | Unknown browser |
| Document opened by recipient         | 2026-07-01 10:34:16 | 104.28.89.57  | Safari          |
| Document reviewed (scrolled through) | 2026-07-01 10:34:39 | 104.28.89.57  | Safari          |
| Document opened by recipient         | 2026-07-01 10:37:11 | 104.28.89.57  | Safari          |
| Legally-binding consent confirmed    | 2026-07-01 10:37:52 | 104.28.89.57  | Safari          |
| Document signed                      | 2026-07-01 10:37:52 | 104.28.89.57  | Safari          |

Verify this certificate at <https://esign.fintrixor.co.uk/verify/01KWEM3CZFHB2NC77W8DC7EHHH>