

FAO: Kim Vellender
JSS Pensions Administration
Polaris House
North Star Avenue
Swindon
SN2 1UY

Contact Number:

Date:

Scheme Number:

JSS PENSIONS ADMINISTRATION – SUBJECT ACCESS REQUEST

Dear Sir or Madam

Please supply the data about me that I am entitled to under data protection law relating to: [give specific details of the data you want, for example:

- My pension file
- Personal data between specific dates
- Personal data relating to transfers
- Copies of benefit statements (between xxxx and xxxx) held in scheme number xxxxx.]

I am enclosing one of the following copies as proof of identity:

Birth certificate Driving Licence, Passport.

If you need any more information from me, please let me know as soon as possible. It may be helpful for you to know that data protection law requires you to respond to a request for data within one calendar month.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer, or relevant staff member. If you need advice on dealing with this request, the Information Commissioner's Office can assist you. Its website is ico.org.uk or it can be contacted on 0303 123 1113.

Yours faithfully

[Member Signature]