Complaint

Malcolm Corcoran

10 Cranborne Chase

Taw Hill

Swindon

SN25 1FH

4th August 2014

Scottish Widows

Retirement Account Team 3

PO Box 28090

15 Dalkeith Road

Edinburgh

Retirement Account: 40375729

Dear Sir/Madam

**Policy number: 40375729**

Thank you for your letter of 15th July 2014 rejecting my request for fund transfer from the above policy with no explanation given for the reasons why you made this decision.

I’d like to challenge your rejection and hereby make a subject access request. Please supply the information about me I am entitled to under the Data Protection Act 1998 relating to:

My Personnel File, both paper and computer records

All related information

All personnel emails between Scottish Widows and myself

May also request details of the logic involved in your decision not to allow the transfer to proceed.

I enclose a cheque for £10. It may be helpful for you to know that a request for information under the Data Protection Act 1998 should be responded to within 40 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner’s Office can assist you and can be contacted on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk/)

Thank you for your prompt attention to this matter.

Yours faithfully

[Your signature]

[Your name]