Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

18th March 2016

Dear Sirs;

**Stephen Ward Photography Directors Pension Scheme**

Please find enclosed an ‘S55 Breach Notification Form’ in respect of the above named Scheme.

The Breach occurred when NS&I issued forms and documents pertaining to the investment held in the Scheme to someone who no longer has authority on the case.

The previous Administrator was also a Corporate Trustee of the Pension Scheme. They were removed from the Scheme by Deed and we were appointed as Administrator.

NS&I confirmed to me on several occasions they had received the Letter of authority from the member confirming the above, but on two separate occasions wrote to the previous administrator/Trustee.

I have completed the form as thoroughly as possible.

If you have any queries or questions, or require further information, please do not hesitate to contact me on: 0844 410 0037.

Yours sincerely

***Emma Dane***

***Senior Pensions Administrator***