

**SCHEDULE**  
**Subject Access Request Form**

<b>Justice for Journalists Foundation</b> <b>Subject Access Request Form</b>
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**Important Information**

Justice for Journalists Foundation collects, holds, and processes certain personal data about “You” (as defined in our [Privacy Policy](#)) (each a “data subject”). As a data subject, you have a legal right, under data protection legislation to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under the Data Protection Legislation including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

**No fee is payable under normal circumstances.** We reserve the right to charge a reasonable fee for subject access requests (“SARs”) that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

**Please complete the required information overleaf** and return it to us by email at; [info@jff.fund](mailto:info@jff.fund) and add “Subject Access Request” in the header.

**AND/OR** by post addressed to:

The Data Protection Officer  
Justice for Journalists Foundation  
67 Wimpole Street,  
London W1G 8AP

You do not have to use this SAR form and may instead write to us using the same contact details.

After receiving your SAR, we will contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

**We will respond to all SARs within one month of receipt** and will aim to provide all required information to you within the same period. If we require more information from you, or if your request is unusually complicated, we may require more time and will inform you accordingly. Where identity documents have been requested and incomplete, this time period shall be paused and resumed from the date of receipt of further satisfactory identity documents.

**If you are making a SAR on someone else’s behalf**, please contact “The Data Protection Officer” at Justice for Journalists Foundation, 67 Wimpole Street, London W1G 8AP **before** making your request, as additional information and evidence of authority will need to be provided, of which further details will be provided.

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Your Details

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

**Information Being Requested**

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity (i.e. copy passport, driving licence, or other third party verified photo id document, and proof of address (i.e. utility bill, or bank statement, council tax statement for example).

By completing this form, you are making a subject access request under data protection legislation for personal data collected, processed, and held about you by us that you are entitled to receive.

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**Declaration**

By signing below, **you confirm that you are the data subject named in this Subject Access Request Form.** You warrant that you are the individual named and will fully indemnify Justice for Journalists Foundation for all losses and expenses incurred if you are not. We cannot accept subject access requests in respect of your personal data from anyone else, including members of your family.

Name:	
Signature:	
Date:	