



*The untold stories of  
Relatives, Victims, and Survivors*



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## SUBJECT ACCESS REQUESTS

Relatives for Justice is committed to its obligations under GDPR and data protection legislation.

This includes providing information we may hold on individuals to them in full compliance with Information Commissioners' recommendations.

If you submit a Subject Access Request to us we will endeavour to take one month to respond to your request. In certain circumstances it may need extra time to consider your request and can take up to an extra two months. If it is going to do this, we will let you know within one month that it needs more time and why.

A copy of your personal data will be provided free. Although we may charge for additional copies. If a request is 'manifestly unfounded or excessive' we may ask for a reasonable fee for administrative costs associated with the request.

You can read information about the [new Act here](#) or download a PDF copy of the full Act here > [Data Protection Act 2018](#)

You can find guidance on your rights and responsibilities on the [Information Commissioners Website](#)

The following template should be used to make a Subject Access Request

Relatives for Justice is recognised by the Inland Revenue as a Registered Charity NIC101311; And a Company Limited by Guarantee NI44611



## TEMPLATE FOR SUBJECT ACCESS REQUEST

To: Data Protection Officer  
Relatives for Justice  
39 Glen Road  
Belfast  
BT11 8BB

[Your name and full postal address]  
[Your contact number]  
[Your email address]  
[The date]

*Dear Sir or Madam*

*Subject access request ( Data Protection Act 2018 / General Data Protection Regulations (GDPR) )*

*[Your full name and address, any previous address/names and any other details to help identify you and the data you want.]*

*Please supply the data about me that I am entitled to under data protection law relating to myself.*

*[if there are specific things you want to know put them in here otherwise remove this]*

*If you need any more data from me to confirm my identity 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](http://ico.org.uk) or it can be contacted on 0303 123 1113.*

*Yours faithfully*

