

Subject Access Request Form



Instructions

Requesting your own personal information? - Complete Section **A, C & D**

Requesting personal information on behalf of someone else? - Complete Section **B, C & D**

Section A - Requesting your own personal information

Your contact information

Full Name:

Address Line 1:

Address Line 2:

City:

Postcode:

Contact Number:

Email:

Details of your request

Please select your relationship with Network Rail:

Current Employee
Former Employee
Member of Public
Other

If you are an employee or ex-employee, please confirm your employee number or national insurance number

Please note - Any requests for occupational health records will be sent on to our occupational health provider who will send their response directly to you.

Please provide details of the information you require.

Being specific in your request will ensure that we can provide you with your information in a timely manner. If a request is deemed excessive, a fee may apply. Further details on being specific can be found below.

Please select what function you believe currently holds the data in question:

- Human Resources
- A Network Rail Managed Station
- Finance
- Route Services
- Route Businesses
- Infrastructure Projects
- Safety, Technical, Engineering
- Group Digital Railway
- Communications
- Strategy
- Other

Please Note - We need to verify your identity to ensure that we only provide personal information to the correct individuals. Please provide two forms of ID if you are external to Network Rail and one form of ID if you are a current employee of Network Rail.

What documentation have you provided to prove your identity?

- Scan of Passport
 - Scan of Driving Licence
 - Scan of Utility Bill
 - Other
-

Section B - Requesting personal information on behalf of another

Please select your relationship with the data subject:

- Parent
- Legal Representative
- Other

Your contact information (as the data subject's representative)

Full Name:

Address Line 1:

Address Line 2:

City:

Postcode:

Contact Number:

Email:

The data subject's contact information

Full Name:

Address Line 1:

Address Line 2:

City:

Postcode:

Details of your request on behalf of the data subject

Please select the data subject's relationship with Network Rail:

- Current Employee
- Former Employee
- Member of Public
- Other

If the data subject is an employee or ex-employee, please confirm their employee number or national insurance number

Please note - Any requests for occupational health records will be sent on to our occupational health provider who will send their response directly to you.

Please provide details of the information you require.

Being specific in your request will ensure that we can provide you with your information in a timely manner. If a request is deemed excessive, a fee may apply. Further details on being specific can be found below.

Please select what function you believe currently holds the data in question:

- Human Resources
- A Network Rail Managed Station
- Finance
- Route Services
- Route Businesses
- Infrastructure Projects
- Safety, Technical, Engineering
- Group Digital Railway
- Communications
- Strategy
- Other

Please Note - We need to verify the identity of the data subject and their representative to ensure that we only provide personal information to the correct individuals. Please provide two forms of ID for the data subject if they are external to Network Rail and one form of ID if they are a current employee of Network Rail.

What documentation have you provided to prove the data subject's identity?

- Scan of Passport
- Scan of Driving Licence
- Scan of Utility Bill
- Other

What documentation have you provided to prove your identity?

Scan of Passport
Scan of Driving Licence
Scan of Utility Bill
Other

If you are a legal professional, please detail what official documentation you have attached to prove the data subject's consent for you to work on their behalf.

Section C - Checklist

- Have you completed the necessary fields throughout the form?

Section A & D if you are requesting your own personal information, Section B & D if you are requesting on behalf of someone else.

- Have you specified the exact information you require?

Being specific in your request will ensure that we can provide you with your information in a timely manner. If a request is deemed excessive, a fee may apply. Further details on being specific can be found in Appendix 3.

- Have you attached the correct forms of ID?

External to Network Rail? - Please submit two forms of ID (one proof of address, one proof of identity).

Current Network Rail Employee? - Please submit one form of ID.

- Have you checked where to send your request?

Please use the list in Appendix 1 to direct your request to the relevant department. If you email your request, please note 'confidential' in the subject line rather than marking the email as 'confidential' as this may cause issues with our email system.

- Are you aware of how you will receive your disclosure?

Please be aware that we will respond to your request using the same method in which you contacted us e.g email/post unless you specifically request otherwise.

Section D - Acknowledgement

- To the best of my knowledge the information I have provided is correct and specific.
- I have provided all documentation requested to prove my entitlement to the information.
- I am aware that Network Rail have one month to review and respond to my request. Please see below for our definition of 'one month'.
- With regard to CCTV footage, please be aware that the footage may be sent to the British Transport Police to be redacted (more information on this can be found in Appendix 2). I will notify Network Rail at the point of requesting if I do not want this transfer to happen.

Signed

Date

Appendix 1 – Where To Send Your Request

Please use the route map below to assist you in identifying where to send your request. Once identified, the completed form, proof of identity and current address documents should be emailed or posted (marked 'Private and Confidential') to the following:

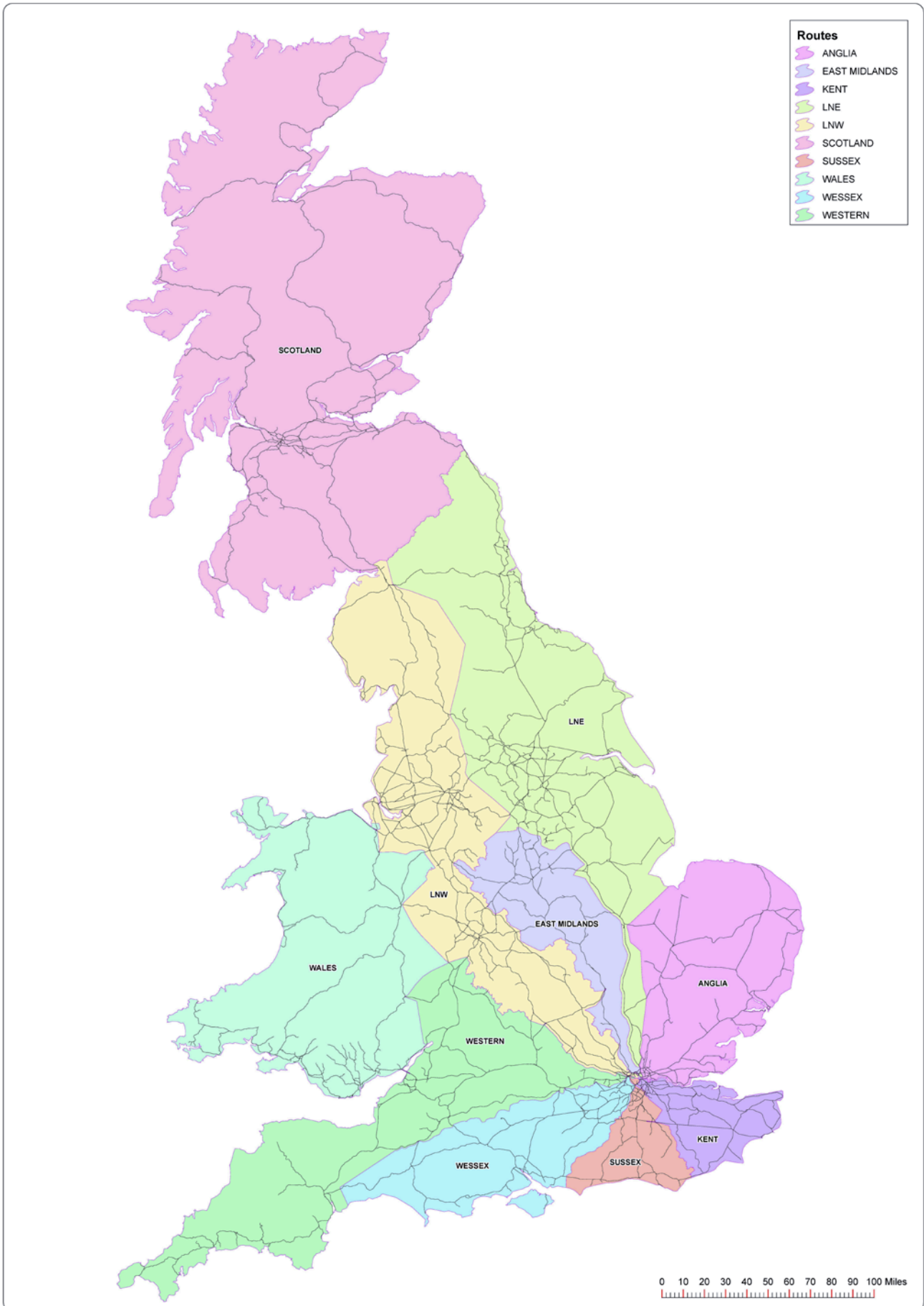
Contact details		
NR Current or Former Employee	Network Rail HR Shared Service Centre HRSS Helpdesk Floor 2 Square One 4 Travis Street Manchester, M1 2NY	For assistance, ring: 0161 880 1100 employeeerecords@networkrail.co.uk
Level Crossings	Anglia Route	Mark.fenton@networkrail.co.uk
	East Midlands Route	ian.haywood@networkrail.co.uk or vincent.briggs@networkrail.co.uk
	LNE (C) Route	LNElevelCrossing@networkrail.co.uk
	LNE (N) Route	LNElevelCrossing@networkrail.co.uk
	LNE (S) Route	LNElevelCrossing@networkrail.co.uk
	LNW Route	emma.davison@networkrail.co.uk
	Wales South Route	kerry.smith@networkrail.co.uk ISMShrewsbury@networkrail.co.uk PlanningResourcesMaintenance@networkrail.co.uk
	Wales North Route	kerry.smith@networkrail.co.uk ISMShrewsbury@networkrail.co.uk PlanningResourcesMaintenance@networkrail.co.uk
	Wessex Route	lucy.whitcomb@networkrail.co.uk
	Western Route	WesternLevelCrossings@networkrail.co.uk
	Scotland Route	simon.constable@networkrail.co.uk natalie.mcatier@networkrail.co.uk
	South East Route	paul.coleman2@networkrail.co.uk
Network Rail Tenant	Subject Access Request Property Network Rail Unit 6, Burrell Street London, SE1 0UN	gavin.wood@networkrail.co.uk
NR Managed Stations	Birmingham New Street Station Network Rail New Street Station Birmingham B2 4QA	Karen.Birtles@networkrail.co.uk Patrick.Power@networkrail.co.uk
	Bristol Temple Meads Platform 3 Offices Station Approach	btm@networkrail.co.uk

Bristol, BS1 6QF	
Cannon St Station Room 13, Station Offices Cannon Street London, EC4N 6AP	SSMCX@networkrail.co.uk Emmanuel.Omotayo@networkrail.co.uk
Charing Cross Station Strand London, WC2N 5HS	SSMCX@networkrail.co.uk Emmanuel.Omotayo@networkrail.co.uk
Edinburgh Waverley Station Network Rail North Block Edinburgh Waverley Station Edinburgh EH1 1BB	dsmedinburgh@networkrail.co.uk
Euston Station London Stephenson Room East Colonnade London, NW1 2DY	Euston.station@networkrail.co.uk
Glasgow Central Station Gordon Street Glasgow Scotland, G1 3SL	dsmgc@networkrail.co.uk
King Cross Station West Side Offices Euston Road London, N1 9AP	tracey.jones@networkrail.co.uk
Leeds City Station Station Manager, Room 401 Admin Block, Leeds Station, Network Rail, LS1 4DY	vinny.burke@networkrail.co.uk
Lime Street Station Liverpool Lime St Barrier Line Liverpool Merseyside, L1 1JF	lisdsm@networkrail.co.uk
Liverpool St Station Station Manager's Office Plat 10, London, EC2A 9ZZ	Maryann.Devally@networkrail.co.uk Elizabeth.kamau@networkrail.co.uk LiverpoolStreetStation@networkrail.co.uk
London Bridge Station London Bridge Station, St Thomas Street, London, SE1 3QX	Katie.Collins@networkrail.co.uk
Manchester Piccadilly Station Network Rail Station reception Mezzanine level Fairfield Street M60 7RA	piccadillyadmin@networkrail.co.uk piccdsm@networkrail.co.uk

	Paddington Station Network Rail Station Offices London, W2 1FT	Keith.McEwen@networkrail.co.uk SSMPaddingtonStation@networkrail.co.uk
	Reading Station Network Rail Offices First Floor, Vastern House Vastern Road Reading, RG1 1LZ	calum.mackay@networkrail.co.uk
	St Pancras Station Euston Road London, N1C 4QP	nrhsfoi@networkrail.co.uk
	Victoria Station London Victoria FI 3 Kent Offices London, SW1V 1JU	Gary.Fairchild@networkrail.co.uk
	Waterloo Station London Waterloo Station New Raft London SE1 8SW	waterloo@networkrail.co.uk Tristan.Appleby@networkrail.co.uk Anna.Artlett@networkrail.co.uk
Any other request not covered above	Data Protection Officer The Quadrant:MK Eldergate Central Milton Keynes MK9 1EN	data.protection@networkrail.co.uk

Please be advised Network Rail will not be responsible for the security of any identity documents emailed.

Network Rail Route Map



Appendix 2 - Terms of Reference

Personal Information - Personal information refers to any information that could be used to identify an individual. This could include a name, an address, CCTV footage of an individual or a voice recording to name just a few examples.

One Month - Network Rail have one month from receiving a full and complete request to respond to it. The one month will start on the day of receipt of a completed application and will then continue until the corresponding date in the following month. For example, an application submitted on 15th July will be responded to by 15th August.

British Transport Police Redaction Service - If you are requesting CCTV footage, the footage may be sent to the British Transport Police for redaction. Under a subject access request we can only provide you with your own personal information and not that of anyone else; usually there are other individuals captured in the same CCTV footage as the data subject and, therefore, these extra individuals need to be removed/masked before we can release the footage. The British Transport Police provide Network Rail with this redaction service meaning that the footage will be sent between Network Rail and British Transport Police before being released to you, the data subject. If you do not want your personal information to be used in this way, please let us know at the point that you make a request.

Appendix 3 - Being Specific

In order to help us identify and locate your personal data, please be as specific as possible when describing both the information you believe may exist and its possible sources. Making a request such as 'I require all information that Network Rail holds about me' will in most circumstances, delay our response to your request. Data protection legislation allows Network Rail to ask you for further clarification where necessary.

Below is some guidance on the type(s) of information which will help us carry out a comprehensive search for any personal information to which you may be entitled.

All requests: Please provide as much information as you can about:

- What you are requesting (this may include a description of the purpose for which your personal information is being processed by Network Rail, the format it is held in etc.)
- Who may hold the information (e.g. a business area, service provider or individual officer)
- The dates or periods of time you believe the relevant information was created (e.g. between 10th October 2017 and 5th December 2017).

Requesting specific documents: If you think your personal information may appear in a specific document (or set of documents), please provide as much information as you can about:

- The subject matter of the document(s) and which Network Rail employee/business area created it.
- The date (or approximate date) on which each document was created.
- The format in which the document may be held (e.g. paper or electronic).

Requesting email messages: If you think your personal information may appear in specific items of email correspondence, please provide as much information as you can about:

- The name(s) of the Network employee(s) who may have sent/received the email(s) and if possible, their job title/department (to help distinguish them from others of the same name).
- The dates between which the emails were sent (e.g. 10th May 2017 and 5th July 2017 etc).
- Any key words or phrases relating to the subject matter of the email correspondence.

Requesting CCTV footage: If you think your personal information may appear in footage captured by Network Rail's CCTV cameras, please provide as much information as you can about:

- The relevant date, location and approximate time.
- A description of what is happening in the footage.
- A detailed description of what you were wearing/carrying at the time.
- A recent full-length colour photograph of you.

Please note: CCTV footage is normally retained for a maximum of 30 days.

Requesting telephone call recordings: If you think your personal information may appear in a recording of a telephone conversation, please provide as much information as you can about:

- The Network Rail employee and/or business area that made or received the telephone call.
- The date and approximate time of the call.