

Data Protection Act – Subject Access Request Form

This form should be completed if you are requesting access to your personal information held by Govia Thameslink Railway ('GTR') and its associated Brands, under the Data Protection Act. The information requested will enable us to confirm the identity of the person making the request and find any data held about you.

Section 1 – Contact Details [Requester]:

| | |
|------------------|--|
| Name | |
| Address | |
| Telephone Number | |
| Email address | |

If you may have been known to us by a different name, or at a different address, please provide these details together with the dates to which these details may apply below:

Are you the Data Subject (i.e. the person whose personal data is being requested)?

| | | |
|------------|--------------------------|---|
| Yes | <input type="checkbox"/> | <p>GTR is required to ensure that the information it processes is secure. We can only release data if we are satisfied that you are entitled to that information. To ensure we can confirm your identity please provide us with the following:</p> <ol style="list-style-type: none"> 1. Identification – copy of 1 of the following - Driving License, Birth Certificate, Passport ID, or medical card 2. Address – copy of a recent utility bill or similar dated within the last 3 months. <p>If you are requesting information from a CCTV system you must provide a recent photograph of yourself endorsed on the back by a responsible person who certifies it to be a true likeness of you.</p> <p>Please go straight to section 3 of this form</p> |
| No | <input type="checkbox"/> | <p>Are you acting on behalf of the Data Subject with their express permission, or with the appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. Please also enclose proof of the Data Subject's identity as described above.</p> <p>Please ensure you complete sections 2 of this form</p> |

Is the Data Subject a current or former employee of Govia Thameslink Railway or is associated companies/brands. If yes please provide details

Section 2 – Details of the Data Subject (if different to those provided in Section 1 above):

| | |
|--|--|
| Name | |
| Address | |
| Telephone Number | |
| Email address | |
| <p>Legal status in relation to the Data Subject (if you are not the data subject please briefly describe your relationship with them (e.g. legal advisor, insurer, spouse, parent, etc.) and explain why you are making this information access request on their behalf. This should be supported by an appropriate letter of consent from the data subject where this is possible)</p> | |

Section 3 – Helping us to find your information

| | |
|--|--|
| If you only require CCTV images, please tick here: | |
| <p>If you are requesting CCTV please include as much detail as possible such as station locations; train details and times, the carriage number, names of roads etc as applicable.</p> | |

The Data protection Act allows GTR to request you to supply the information it reasonably requires to process your application. To help us with our search, please try to specify in the section below, the nature of the information you require. If you wish to see only certain specific document(s), for example a particular report, a specific departmental file etc, please describe these below: *(Please continue on a separate sheet if necessary)*

Section 5 – Declaration:

I certify that the information given on this application form is true and accurate. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information in order for Govia Thameslink Railway Limited to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. I understand that the statutory response period of 40 calendar days specified in the Data Protection Act 1998, will not commence until Govia Thameslink Railway Limited is satisfied in this regard and has received any associated fee.

| | |
|-------------------|--|
| Signature | |
| Print Name | |
| Date | |

Section 6 – Submitting your request:

Once complete, please ensure that a signed copy of this form is sent in a sealed envelope (marked private and confidential), together with the £10 fee (cheque or postal order made payable to Govia Thameslink Railway Limited) to:

Julie Sadler - Data Protection Officer

Govia Thameslink Railway Limited

1st Floor
Monument Place
24 Monument Street
London
EC3R 8AJ

Or you can email it to, privacy@gtrainway.com this email should also be used for any queries you may have..

Remember to include all the required documentation and the appropriate fee – failure to do so will delay our response.

Section 7 – Disclaimer:

Please note that under the terms of section 7 of the Data Protection Act 1998 Govia Thameslink Railway Limited reserves the right to withhold information that relates to, or identifies, other third parties. Govia Thameslink Railway Limited may also withhold information that is exempt from disclosure under Sections 28 to 33A and Schedule 7 of the Act.

In response to your SAR, Govia Thameslink Railway Limited may provide information, images or recording to you. These will contain information that is personal to you. Once you have received them they become your responsibility and Govia Thameslink Railway Limited can take no responsibility for any subsequent actions. Govia Thameslink Railway Limited strongly recommends that you keep this information securely and when you no longer need it, ensure it is permanently destroyed.