

Subject Access Request Form

Data Protection Law (DPL) gives people the right to see Personal Data held about them by an organization, by making a Subject Access Request. Please read the guidance notes below to see if you are entitled to the information you want.

Guidance Notes.	Do Subject Access Rights Apply?
<p>1. Is the information you want about yourself? DPL allows you to request personally identifiable data about yourself as a “living individual”. Please read our Privacy notice for the types of personal data we collect.</p>	Yes
<p>2. Is the information you want about another person? DPL does not allow you to see the personal data of other people. If you are requesting information about another person, you will need verifiable proof that you are acting on their behalf . Please note this applies to children age 13 years or over.</p>	Only as described.
<p>3. Is your request for CCTV footage of property, left at a station, or on a train? Property is not Personal Data. We are unable to release CCTV of property or of people who may have picked up property left behind. Please use the Lost Property process, or if you believe a crime has been committed, report it to the British Transport Police.</p>	No
<p>4. Is your request for CCTV of a vehicle or vehicles? We can only provide footage of vehicles to the Police or insurers who should contact us at privacy@southeasternrailway.co.uk.</p>	No
<p>5. Requests for Personal Data by the Police or other statutory bodies. The Police or other statutory bodies should contact us at privacy@southeasternrailway.co.uk</p>	No

Section 1 - Contact Details of Requester

Name	
Address	
Postcode	
Telephone Number	
Email address	
<p>Additional Contact Details If you may have been known to us by a different name, address, or email address please provide these details together with the dates to which they may apply below:</p>	
<div style="border: 1px solid black; height: 40px;"></div>	

Are you the Data Subject? Please tick as appropriate. The Data Subject is the person whose Personal Data is being requested.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
1.	Data Subject Identification Southeastern can only release data, if we are satisfied that you are entitled to that information. To help us confirm your identity please provide us with the following: <ul style="list-style-type: none"> ▪ Identification. Please provide a copy of 1 of the following: Driving License, Birth Certificate, Passport ID, or Medical Card ▪ Proof of Address. Please provide a copy of a recent utility bill, or similar, dated within the last 3 months. CCTV If you are requesting CCTV footage we need a written description of you and if you have not already provided photographic ID, a recent photograph of yourself. If YES, Please go straight to section 4 of this form.		
Are you acting on behalf of the Data Subject? Please tick as appropriate. To act on behalf of the Data Subject you must either have their express permission, or appropriate legal authority, evidenced in writing?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	IF YES Please Provide: <ul style="list-style-type: none"> ▪ Proof of the Data Subject's identity, as described above AND ▪ A letter, signed by the Data Subject authorizing you to act on their behalf OR ▪ Evidence of formal legal authority, such as a power of attorney. Please ensure you also complete Sections 2 and 3 of this form IF NO Subject Access Rights do not apply.		

Section 2 - Contact Details of Data Subject (if different to those of the Requester in Section 1 above)	
Name	
Address	
Postcode	
Telephone Number	
Email address	

Section 3 – Helping us to find your information

DPL allows Southeastern to request that you provide the information needed to process your application. Please try to specify in the section below, the nature of the information you require.

If you are requesting CCTV, please specify the location, date and time of the footage as accurately as possible.

Section 4 – Declaration

I certify that the information given on this application form is true and accurate. I understand that making an application for information I am not entitled to may be an offence under DPL. I understand that it may be necessary for me to provide additional information in order for Southeastern to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. I understand that the statutory response period of 30 calendar days specified in Data Protection Law, will not commence until Southeastern is satisfied of my entitlement.

Signature	
Print Name	
Date	

Section 5 – Submitting your request

Once complete, please ensure that a signed copy of this form is sent either:

In a sealed envelope, marked private and confidential to:

Data Protection Manager,
Southeastern Railway Limited,
3rd Floor Friars Bridge Court,

41- 45 Blackfriars Road,
London SE1 8NZ

Or by email to:

Privacy@southeasternrailway.co.uk

Checklist

Please make sure you include the information required to support your request. Our response to you may be delayed if the supporting information is missing

1.	Data Subjects Proof of Identification	
2.	Data Subjects Proof of Address	
3.	Photo ID	for CCTV Images of the Data Subject
4.	Evidence of Authority to Act on Behalf of the Data Subject	

Section 7 – Disclaimer

Any personal data provided by Southeastern in response to your SAR by Southeastern becomes your responsibility once received. Southeastern strongly recommends that you keep this information securely and when you no longer need it, ensure it is permanently destroyed.