

## Data Subject Access Request Form (Variant A)

### INTRODUCTION and General Notes (please read *before* filling in this form)

- The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) provides data subjects with the right to receive a copy of the personal data that we hold about them. This Data Subject Access Request (DSAR) form is used to confirm the identity of the person making a request and to assist us in locating the subject's personal data. This form may also be used to confirm the identity and authority of someone else making the request on behalf of the data subject;
- In accordance with the GDPR, we do not normally charge a fee for handling data subject requests. However, an administration fee may be charged if the data request is unfounded, excessive or repetitive;
- Unfortunately, we are currently unable to provide access to personal data via a secure self-service system, therefore all requests for access to personal data must be submitted using the procedures outlined in this document;
- On first receiving your request, we will invite you to complete this Data Subject Access Request (DSAR) form, unless you have already done so;
- When we receive your completed DSAR form, we will check whether the documentation you have attached provides adequate proof of identity. We will then write to you confirming that we have received your DSAR form and either return any original documentation to you or explain any additional evidence that we require.
- A separate DSAR form must be completed for each individual;
- If you are applying on behalf of another person, we will require either their signature on this form authorising you to make the request, or some other signed form of authority (original not copy). Parents applying on behalf of children must supply a copy of the child's birth certificate or relevant evidence of guardianship, as appropriate;
- All disclosures will only be made in writing, usually issued by first class standard post to the data subject's address provided in **Section 2** or, if appropriate, to the representative detailed in **Section 5**.
- Throughout this form:
  - '*Applicant*' means the person submitting this request for information;
  - '*Data Subject*' means the individual about whom the information is being requested.
  - '*Adult*' means anyone aged 16 years or over.

**What INFORMATION does Merseyrail Electrics (2002) Limited hold?**

Merseyrail Electrics 2002 Limited holds information relevant to the conduct of its business which will include, but not be restricted to, staff administration, sale of rail tickets, advertising, marketing, public relations, financial records, crime prevention, safety & security management, and research. Some requested data may not be available, for example where it has previously been deleted or destroyed in accordance with our information retention policies.

Merseyrail Electrics 2002 Limited is also the ‘data controller’ for certain information held by other bodies which are contracted by Merseyrail Electrics 2002 Limited in connection with the functions of the business.

**HOW LONG will it take to get my data?**

Once we are satisfied that you meet the criteria for disclosing data under the GDPR, and that you have provided us with sufficient information to process your request, you should receive a response within one month from the date that we accept your application for processing.

We will always endeavour to respond to reasonable requests as soon as possible. If we are unable to provide you with a full response within one month from accepting your application, we will notify you, explain the reason for any delay and advise you when we will be able to conclude your request. We will handle all requests in line with the GDPR’s requirements.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

Please now complete the relevant sections below. If you need any assistance, please contact ‘Information Requests’ using the email/postal address at the end of this form, or by calling our Customer Relations Team on 0151 555 1111. Please note however, all completed applications must be submitted in a physical form to our address at the end of this document.

**CHECK LIST for completing this application form**

<b>Section</b>	<b>I am an ...</b>	<b>ADULT</b> applying about my data	<b>PARENT / LEGAL GUARDIAN</b> applying on my child's behalf	<b>SOLICITOR / THIRD PARTY</b> applying on another's behalf
1 – Capacity of application		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 – Data subject's details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 – Data subject's identity		<input type="checkbox"/>	<input type="checkbox"/> (supply birth certificate)	<input type="checkbox"/>
4 – Applicant's details		<input type="checkbox"/> (first part only)	<input type="checkbox"/>	<input type="checkbox"/>
5 – Applicant's identity		N/A	<input type="checkbox"/>	<input type="checkbox"/> (solicitors provide letter)
6 – Information requested		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 – Declaration		<input type="checkbox"/> (for self)	<input type="checkbox"/> (as representative)	<input type="checkbox"/> (as representative)

**SECTION 1: In what CAPACITY are you applying?**

This DSAR form can be used in several circumstances. So that we better understand your application, please confirm your relationship with the data subject by ticking the relevant box:

- I am applying about my own data (and I am 16 years or older);
- I am a parent or legal guardian applying on behalf of my child (under 16 years old);
- I am a professional agent (e.g. solicitor) formally retained to apply on behalf of my client;
- I am a third party individual requesting data about another individual;
- I am a current or past employee of Merseyrail.

**Note** – This form is not intended for legal or regulatory enforcement purposes. If you represent an enforcement agency, please complete **Variant B** of this form (which is available separately).

If you are applying in any other capacity not listed above, please contact us for further guidance, using the contact details at the end of this form.

**SECTION 2: DATA SUBJECT - We need to know who you are enquiring about (whether this is you or someone else)**

Please **PRINT** all details.

Title (please tick one):	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (specify)		
	.....		
Forename(s):			
Previous family name:			
Other names known by:			
Date of birth:		Under 16? (Yes / No)	
Current address:			
Postcode:			

**SECTION 3: DATA SUBJECT - We need to check their identity**

Is the data subject a current or past employee of Merseyrail Electrics (2002) Limited? If so:

Please enter payroll number:		... and proceed to <b>Section 4.</b>
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Is the data subject a child (under 16 years old)? If so please provide a photocopy of:

<input type="checkbox"/>	Full birth certificate / adoption certificate	... and proceed to <b>Section 4.</b>
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If a *full* birth certificate / adoption certificate is not available, please provide a photocopy of:

<input type="checkbox"/>	Short birth certificate / adoption certificate <u>plus</u> evidence of their current address, such as medical or education records, bank correspondence etc.	... and proceed to <b>Section 4.</b>
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Otherwise, please provide *one* item from *each* of these two lists. Please show which items you are providing by ticking the relevant boxes:

LIST A (photocopy of one of these items)		LIST B ( <u>original</u> of one of these items) *	
<input type="checkbox"/>	Passport/Travel document	<input type="checkbox"/>	Utility bill showing current home address
<input type="checkbox"/>	Photo driving licence	<input type="checkbox"/>	Bank statement or building society book
<input type="checkbox"/>	Foreign National Identity Card	<input type="checkbox"/>	Council tax bill

*\* All original items provided will be returned to you by first class post. Any photocopies will be securely destroyed – we will confirm to you in writing that we have done this.*

**Remember, please DO NOT send an original passport, driving licence, identity card or birth certificate.**

**SECTION 4: APPLICANT - We need to know who is making this application**

Are you applying for yourself or on behalf of someone else? Please tick the relevant box:

<input type="checkbox"/>	I am applying for my own data		
	Daytime telephone number:		Proceed to <b>Section 6.</b>

**OR**

<input type="checkbox"/>	I am applying for someone else	Complete the rest of this Section 4 on the next page.
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**As the applicant, please complete the following - Please PRINT all details.**

Title (please tick one):	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (specify) .....
Full name:	
Company name:	
Address:	
Postcode:	
Daytime telephone No:	
Email address:	

**SECTION 5: APPLICANT - We need to check the applicant's identity**

If you are a solicitor or professional agent formally retained to act on the data subject's behalf, please provide confirmation of the request on your firm's printed letterhead and proceed to **Section 6**.

Otherwise, please provide *one* item from *each* of these two lists. Please show which items you are providing by ticking the relevant boxes:

LIST A (photocopy of one of these items)		LIST B ( <u>original</u> of one of these items) *	
<input type="checkbox"/>	Passport/Travel document	<input type="checkbox"/>	Utility bill showing current home address
<input type="checkbox"/>	Photo driving licence	<input type="checkbox"/>	Bank statement or building society book
<input type="checkbox"/>	Foreign National Identity Card	<input type="checkbox"/>	Council tax bill

\* All original items provided will be returned to you by first class post. Any photocopies will be securely destroyed – we will confirm to you in writing that we have done this.

**Remember, please DO NOT send an original passport, driving licence or identity card.**

**SECTION 6: What INFORMATION are you requesting?**

Please provide details about the information you are requesting. For example, if you are a travelling passenger, you could state the dates/times of travel, your route and/or station(s). Remember, giving more details of your request may help us to find the data more easily and so reply to you quicker.

If your request concerns CCTV, please be aware that we capture a high volume of CCTV data as part of our legitimate daily operations. We therefore require you to be as specific as possible in describing the information you are requesting, including the date/time period, description of individual(s)' appearance (if known) and location (e.g. platform 2 of Liverpool Central Station). Without sufficient detail, we may be unable to process your data request.

(Please use extra sheets if necessary)

**SECTION 7: DECLARATION**

The information which I have supplied in this application is correct and **EITHER**:

- I am the person to whom it relates and I understand that Merseyrail may need to obtain further information from me in order to complete this request.

Applicant's signature: (for own data)		Date:	
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**OR**

- I am a representative acting on the data subject's behalf and I understand that Merseyrail may need to obtain further information from me in order to complete this request.

Applicant's signature: (as representative)		Date:	
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In addition, as a representative:

- I am the parent/guardian of a child under 16 and I have attached proof of legal guardianship (e.g. copy of birth certificate or adoption certificate) in **Section 3**;

**OR**

- I have obtained authority from the data subject for whom I am acting (below) \*

<b>DATA SUBJECT:</b> I hereby give my authority for the representative named in <b>Section 4</b> of this form to make a Data Subject Access Request on my behalf under the GDPR 2016/679:			
Data Subject's signature:		Date:	
* Alternatively, the applicant may provide a separate note of authority. This must show an original signature, not a photocopy ( <b>TIP: using blue ink often helps verification</b> ).			

**Please send your completed form and proof of identity to:**

Information Requests  
 Legal and Compliance Manager  
 Merseyrail Electrics 2002 Limited  
 Rail House,  
 Lord Nelson Street  
 Liverpool  
 L1 1JF

**If you have any queries or require any assistance,** you may **email** us at: [privacy@merseyrail.org](mailto:privacy@merseyrail.org) or call our Customer Relations Team on 0151 555 1111. Please note however, that completed applications and any supporting documentation (including required proof of identity) must be submitted in physical form to the postal address opposite.