

# Right to Rectification & Erasure Request Form



## Instructions

- If you wish to submit a rectification request for your own personal information, please complete

**Section A, C, E & F**

- If you wish to submit a rectification request on behalf of someone else, please complete

**Section A, D, E & F**

- If you wish to submit an erasure request for your own personal information, please complete

**Section B, C, E & F**

- If you wish to submit an erasure request on behalf of someone else, please complete

**Section B, D, E & F**

## Section A - Reason for rectification

Reason for  
Rectification

Personal information you hold on me is inaccurate.

Personal information you hold on me is incomplete.

## Section B - Reason for erasure

Please note that your right to erasure, also known as 'Right to be Forgotten', cannot be exercised for all data and a request must meet one of the requirements below before we can consider your request. Please select which requirement you believe your request falls under:

Reason for  
Erasure

My personal data is no longer necessary for the purpose which Network Rail originally collected or processed it for

I believe that Network Rail are using my personal data to send me direct marketing and would like this to stop

I believe that Network Rail have used my personal data unlawfully

I believe that there is a specific legal reason why Network Rail should no longer hold my personal data

I originally consented to my personal data being used and now wish to withdraw that consent

I do not believe there is a legitimate reason for Network Rail to continue holding my personal data

## Section C - Your 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 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 provide details of the exact information you wish to be erased.

Being specific in your request will ensure that we can review your request in a timely manner. Please be aware that a fee may apply or your request may be refused, if it is deemed to be manifestly unfounded or excessive.

**Please Note** - We require a form of ID to verify your identity.

What documentation have you provided to prove your identity?	Scan of Passport
	Scan of Driving Licence
	Scan of Utility Bill
	Other

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## Section D - Requesting on behalf of someone else

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:

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

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

## **Details of your request**

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 the  
employee number  
or national  
insurance number:

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 provide details of the exact information you wish to be erased.

Being specific in your request will ensure that we can review your request in a timely manner. Please be aware that a fee may apply or your request may be refused, if it is deemed to be manifestly unfounded or excessive.

What documentation have you provided to prove your own 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.

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## Section E - Checklist

**- Have you completed the necessary fields throughout the form?**

Please refer to the instructions at the start of the form for clarification on what sections you need to complete.

**- 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 below.

**- 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.

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## Section F - Declaration

- 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.
- I am aware that Network Rail have one month to review and respond to my request.

**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:

<b>Contact Details</b>		
<b>NR Current Employee Former Employee or External Applicant</b>	Network Rail HR Shared Service Centre HRSS Helpdesk Floor 2, Square One 4 Travis Street Manchester M1 2NY	For assistance, email: <a href="mailto:employeeerecords@networkrail.co.uk">employeeerecords@networkrail.co.uk</a> For occupational health data email: <a href="mailto:MedicalInConfidenceR@optimahealth.co.uk">MedicalInConfidenceR@optimahealth.co.uk</a>
<b>Network Rail Tenant</b>	Commercial Property Network Rail Floor 3 Loughton The Quadrant:MK Eldergate Central Milton Keynes MK9 1EN	<a href="mailto:vince.herrera-leon@networkrail.co.uk">vince.herrera-leon@networkrail.co.uk</a>
<b>Any Other Request Not Covered Above</b>	Data Protection Officer The Quadrant:MK Eldergate Central Milton Keynes MK9 1EN	<a href="mailto:Data.protection@networkrail.co.uk">Data.protection@networkrail.co.uk</a>

Please be advised that you are responsible for the security of the identity documents emailed. Do not send original documents.