

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 two forms 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

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.

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 two form of ID if you are using a personal email account. No ID is required if you are using your work email address.

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:

Contact Details		
NR Current Employee Former Employee or External Applicant	Network Rail HR Shared Service Centre HRSS Helpdesk Floor 2, Square One 4 Travis Street Manchester M1 2NY	For assistance, email: employeeerecords@networkrail.co.uk For occupational health data email: MedicalInConfidenceR@optimahealth.co.uk
Track access employees and former employees	Sentinel	sentinel@mitie.com
Network Rail Tenants	Commercial Property Network Rail Floor 3 Loughton The Quadrant:MK Eldergate Central Milton Keynes MK9 1EN	vince.herrera-leon@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 that you are responsible for the security of the identity documents emailed. Do not send original documents.

