

## EU General Data Protection Regulation (GDPR)

### Subject Access Request (SAR) form

This form should be completed if you are requesting access to your personal information held by West Midlands Trains under the GDPR. 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	
Postcode	
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:

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

<b>Yes</b>	<p>West Midlands Trains 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 identification (we will accept a copy of one of the following):</p> <ul style="list-style-type: none"> <li>• Driving License.</li> <li>• Birth Certificate.</li> <li>• Passport ID.</li> <li>• Medical card.</li> </ul> <p>Please also provide proof of address – a copy of a recent utility bill or similar dated within the last 3 months.</p> <p><b>Please go straight to section 4 of this form</b></p>
<b>No</b>	<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><b>Please ensure you complete sections 2 and 3 of this form</b></p>

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#### Section 2 – Data Subject details (if different to those provided in Section 1)

Name	
Address	
Postcode	
Telephone Number	
Email address	

#### Section 3 - 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.

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#### Section 4 – Helping us to find your information

The GDPR allows West Midlands Trains 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. (Please continue on a separate sheet if necessary).

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#### 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 West Midlands Trains to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. I understand that the statutory response period of one month specified in the GDPR, will not commence until West Midlands Trains 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) to:

Data Protection Manager, West Midlands Trains, 134 Edmund Street, Birmingham, B3 2ES.

If you need further assistance please email: [privacy@wmtrains.co.uk](mailto:privacy@wmtrains.co.uk)

Remember to include all the required documentation.

Please note that we may request a fee (based on the administrative cost of providing the information), if the request is manifestly unfounded, excessive, repetitive or for further copies of the same information.

#### Section 7 – Disclaimer

In response to your SAR, West Midlands Trains 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 West Midlands Trains can take no responsibility for any subsequent actions. West Midlands Trains strongly recommends that you keep this information securely and when you no longer need it, ensure it is permanently destroyed.