

**Subject Access Request Form – London Transport Museum**

This form and guidance notes are intended for individuals requesting access to their own personal information held by London Transport Museum (LTM).

To enable us to respond to your request promptly, please ensure that you have read Appendix 1 of this form before completing all the relevant sections in as much detail as possible. The completed form should be sent to London Transport Museum at the address provided in section seven. If you need further assistance, please email: privacy@ltmuseum.co.uk

1. Your details

|  |  |
| --- | --- |
| Name: |  |
| Address:Postcode: |  |
| Telephone number: |  |
| Email address: |  |

**2. Are you the Data Subject (the individual whose personal data is being requested)?**

|  |  |
| --- | --- |
| Yes: | Please provide proof of your identity, for example a photocopy of a valid passport or photocard driving licence; **AND** proof of your address, for example a photocopy of a recent bank statement, council tax bill or utility bill. We recommend that you send these documents to us by recorded delivery. **Please go straight to section 5 of this form** |
| No: | Are you acting on behalf of the Data Subject with their explicit consent, or with the appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. You must also enclose proof of the Data Subject’s identity and address as described above. **Please ensure that you complete sections 3 and 4 of this form** |

3. Details of the Data Subject *(If different to those provided in section 1)*

|  |  |
| --- | --- |
| Name: |  |
| Address:Postcode: |  |
| Telephone number: |  |
| Email address: |  |

**4. Legal status in relation to the Data Subject** *(If you are not the data subject please briefly describe your relationship with them (eg legal adviser, spouse, parent, carer, etc) and explain why you are making this subject access request on their behalf)*

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**5. Personal information required** *(Please describe as precisely as possible the nature of the personal data you are requesting; and provide any additional details which may help us to locate it. Please continue on a separate sheet if necessary)*

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**6. Declaration**

|  |
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| 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 LTM 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 data protection legislation will not commence until LTM is satisfied in this regard and has received any additional information it has requested in order to process this application. |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print full name:** |  |
| **Date:** |  |

7. Submitting your request

Please send the completed copy of this form in a securely sealed envelope marked ‘Private and Confidential’, to the following address:

Privacy Officer

London Transport Museum

39 Wellington Street
London
WC2E 7BB

Or email your completed copy marked ‘Private and Confidential’ to: privacy@ltmuseum.co.uk

Remember to include:

* Proof of your identity and address (or, if you are not the Data Subject: proof of the Data Subject’s identity and address; and any relevant documents which give you the legal authority to make this request)
* A clear and concise description of the personal information being requested

APPENDIX 1

**Guidance on completing this Subject Access Request Form:**

To help us identify and locate your personal data, please be as specific as possible when describing both the information you believe may exist and its possible sources. Making a request such as ‘I require all information that LTM holds about me’ will in most circumstances, mean that LTM is unable to provide you with your personal information. Data Protection legislation allows LTM to ask you for further clarification where appropriate; and we will not be able to begin processing your request until that clarification has been provided.

Below are guidelines on the type(s) of information which will help us carry out a comprehensive search for any personal information to which you may be entitled. This information should be provided in section five of the Subject Access Request Form.

**1. All requests:** Please provide as much information as you can about:

* What you are requesting (this may include a description of the purpose for which your personal information is being processed by LTM, the format it is held in, etc.);
* Who may hold the information (i.e. a business area, service provider or individual employee);
* The approximate dates between which relevant material was created (e.g. between 1 January 2018 and 31 March 2018).

**2. Requesting specific documents:** If you think your personal information may appear in a specific document (or set of documents), please provide as much information as you can about:

* The subject matter of the document(s) and which LTM employee/business area created it;
* The date (or approximate date) on which each document was created;
* The format in which the document is held (e.g. a paper copy, a Word document etc.).

**3. Requesting email messages:** If you think your personal information may appear in specific items of email correspondence, please provide as much information as you can about:

* The name(s) of the LTM employee(s) who may have sent/received the email(s) and if possible, their job title/department (to help distinguish them from others of the same name);
* The dates between which the emails were sent (e.g. 10 May 2018 and 5 July 2018);
* Any key words or phrases relating to the subject matter of the email correspondence.

**4. Requesting CCTV footage:** If you think your personal information may appear in footage captured by LTM’s CCTV cameras, please provide as much information as you can about:

* The relevant date, location and approximate time;
* A description of what is happening in the footage;
* A detailed description of what you were wearing/carrying at the time;
* A recent full-length colour photograph of you.

**Please note:** CCTV footage at LTM is normally retained for a maximum of 30 days.

**5. Requesting telephone call recordings:** The Museum does not record telephone calls. No records are held.