

## Subject Access Request Form - London Overground CCTV

This form is intended to support individuals requesting access to images of themselves captured by CCTV cameras on the London Overground (LO) network. Please note: CCTV footage from LO stations are normally retained for a maximum of **31 days**. If the footage requested was onboard a train, please note that footage is only retained for **14 days**.

To enable us to respond to your request promptly, please ensure you provide us with:

- 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

The completed form should be sent to the Revenue Protection & Security Team using the details provided at the end of this form. If you need further assistance, please e-mail:

**LOCCTVSAR@arrival.co.uk** You are not required to complete this form, however, it may help you set out your request.

### 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; We may also request proof of address, if required. <b>Please go straight to section 5 of this form</b>
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. <b>Please ensure that you complete sections 3 and 4 of this form</b>

**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 images you are requesting; providing details of the exact date and location involved, together with an approximate time. Please also describe your appearance and what you were doing at the time you believe your image was captured. Please continue on a separate sheet if necessary)*

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## 6. Submitting your request

Please send the completed form to the following email address **LOCCTVSAR@arrivarl.co.uk**  
OR;

Send a completed copy of this form in a securely sealed envelope marked 'Private and Confidential' to the following address:

### **Revenue Protection & Security Team**

Arriva Rail London,  
4<sup>th</sup> Floor Palestra House,  
197 Blackfriars Road,  
Southwark,  
SE1 8NJ

Remember to include:

- • Proof of your identity (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 recent full-length colour photograph of you

**I understand that it may be necessary for me to provide additional information for ARL to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. The statutory response period of one month, specified in data protection legislation, will not commence until ARL is satisfied in this regard and has received any additional information it has requested in order to process this request.**