

Please complete electronically

TO BE COMPLETED BY ALL VISITORS TO BAS STATIONS OR RESEARCH SHIPS

VISITING SHIP CRUISE NUMBER
OR
VISITING STATION PROJECT NAME
BAS POINT OF CONTACT

PERSONAL DETAILS

SURNAME
(as on passport)
GIVEN NAMES
(include any middle names,
as on passport) M/F & Title

PERMANENT
HOME
ADDRESS

Telephone No (home) (mobile)
..... (work)

E-mail (personal) (work)

Date of birth Place of birth
(Town & Country)

Nationality NI number
(UK residents only)

Passport number Place of issue

Date of issue Date of expiry
(at least 6 months
after return date)

Please also complete the food allergies/requirements checklist

INSTITUTE 24 HR EMERGENCY CONTACT

NAME (IN FULL) Telephone No:

INSTITUTE'S HEALTH AND SAFETY ADVISOR

NAME (IN FULL) Email address

NEXT OF KIN

NAME (IN FULL) Title
Relationship
ADDRESS
(if different)

from above)
Tel no - home Daytime (if different)
Email

SECOND CONTACT – FOR THOSE TRAVELLING TO THE ANTARCTIC

NAME (IN FULL) Title
Relationship
ADDRESS
(if different
from above)
Tel no - home Daytime (if different)
Email

ACKNOWLEDGEMENT FORM

How we use your personal data

BAS, as part of NERC and UKRI, collects and maintains personal information so that it can arrange travel to the Antarctic. All personal data is managed in accordance with the Data Protection principles set out in the Data Protection Legislation. For further information please see the UKRI Privacy Notice <https://www.ukri.org/privacy-notice/>

Personal information for staff and Antarctic visitors will be available to the Polar Operations Support team and may be shared with customs and immigration; handling agents; air travel operators; and travel agents for the purpose of arranging travel. Located in, but not restricted to, the following; South Africa, Punta Arena and Falklands Islands which may not afford the same data protection or privacy rights as the UK. All information will be retained until the end of the following season.

We request that you acknowledge and agree to the following.

.....
I confirm that I have read, understand, accept and will comply with:

- How We Use Your Personal Data
- BAS Policy on Alcohol and Drugs
- Respect at Work – Bullying and Harassment
- Medical Insurance Cover for Non-BAS Staff

NAME
DATE

TO: Polar Operations Support Team
British Antarctic Survey
High Cross, Madingley Road
Cambridge CB3 0ET

Phone: 01223 221458

E-mail: externalvisitors@bas.ac.uk