

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

VISITING SHIP _____ CRUISE NUMBER _____
OR
VISITING BASE _____ PROJECT NAME _____

BAS POINT OF CONTACT _____

PERSONAL DETAILS

SURNAME _____

FIRST NAME _____ 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 _____

Special diet _____

Blood group (if known) _____

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

(while you are south bas will only support 2 contacts, but you may receive and send mail to as many people as you wish bearing in mind the cost to you if you go over your allowance)

NAME (IN FULL) _____ Title _____

Relationship _____

ADDRESS _____

(if different
from above) _____

Tel no - home _____ daytime (if different) _____

Email _____

ACKNOWLEDGEMENT FORM

It is a condition of your visit that you acknowledge and agree to the following.

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

- Visitors' Guidelines
- BAS Policy on Alcohol and Drugs
- Respect at Work – Bullying and Harassment
- Medical Insurance Cover for Non BAS Staff

NAME

DATE

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

Phone: 01223 221 458

Fax: 01223 362 616

email: chrdri@bas.ac.uk

How we use your personal data

BAS, as part of NERC, 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 Act 1988. Personal information for staff and Antarctic visitors will be available to the Operations and Logistics (OPAL) Support team and may be shared with customs and immigration; handling agents; air travel operators; and travel agents for the purpose of arranging travel. All information will be kept for as long as there is a business need. Regular visiting scientists' personal data may be retained after their first trip in the expectation that it will be required in the future.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact data.protection@nerc.ac.uk