# **Please complete electronically**

# **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  (**as on passport**) |  |
| FIRST NAME (**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**) |  |
| **Please also complete food allergens/requirements form** | |  |  |

(Please also complete the food allergies/requirements checklist if relevant)

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