

**Please complete electronically**

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

VISITING SHIP ..... CRUISE NUMBER .....

OR ..... PROJECT NAME .....

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 expiry  
(at least 6 months after return) .....

Date of issue .....

**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.

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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](mailto:externalvisitors@bas.ac.uk)