

**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 Delivery Support Team  
British Antarctic Survey  
High Cross, Madingley Road  
Cambridge CB3 0ET

Phone: 01223 221 458

Fax: 01223 362 616

email: [hathgo@bas.ac.uk](mailto:hathgo@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](mailto:data.protection@nerc.ac.uk)