

## GSGSSI Privacy Notice – Regulated Activity Permit Application

### Privacy Policy

This Privacy Policy sets out the policy of the Government of South Georgia & the South Sandwich Islands (**GSGSSI**) regarding the purpose, use and sharing of any Personal Information collected via this application form.

Although South Georgia & the South Sandwich Islands (**South Georgia**) does not have its own data protection and information management laws, GSGSSI respects and protects the privacy of those whose Personal Information it holds.

The term "**Personal Information**" in this Policy means any information from which your identity is apparent or can reasonably be ascertained.

**Purpose of Collecting, Using and Collecting Personal Information:** Any Personal Information provided in this application form will be used for the purposes of assessing your application for a Regulated Activity Permit and deciding whether such a Permit should be granted and, if so, to whom, for what purposes and on what terms. GSGSSI may also use the Personal Information collected for non-administrative uses such as communications, audit and evaluations, research, planning and reporting.

**Sharing of Personal Information:** This Personal Information will be shared with GSGSSI staff, consultants, agents and service providers on a "need-to-know" basis for the purposes mentioned above. Some of these entities are based outside of South Georgia including in the United Kingdom. Accordingly, the Personal Information we collect may be transmitted outside of South Georgia (and the Falkland Islands where GSGSSI is based) and so may be subject to UK laws including the Data Protection Act 1998 and the European Union's General Data Protection Regulation (EU 2016/679) and to the governing legislation of any other country where it is processed.

In addition, the Personal Information may be shared with other participants named in the application form in order to verify its accuracy.

GSGSSI may receive requests from third parties requesting details of Regulated Activities taking place on South Georgia. <b>If you are content for your Personal Information contained in this application and any resulting Regulated Activity Permit to be transferred to third parties for this purpose, please tick here:</b>	
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Other than circumstances involving, for example, unlawful activity or serious threats to health and safety or the environment, we do not share Personal Information with other agencies.

**Retention of Personal Information:** The Personal Information provided in this form may be retained by GSGSSI in order to monitor the Regulated Activity for which a Permit is given, to assess the longer term impact of that and other Regulated Activities, and for future reference.

**Safeguards:** GSGSSI takes the security of all Personal Information very seriously. To help protect the privacy, confidentiality and integrity of data and Personal Information we collect and hold, we maintain physical and administrative safeguards and limit access to that Information to the extent necessary. Our employees are briefed on the importance of confidentiality and of maintaining the privacy and security of your Personal Information.

Third party access to your Personal Information is restricted in the manner described above.

**Requests and Complaints:** You may request access to your Personal Information. You may ask us to update Personal Information that is not accurate, up-to-date or complete. These services are free of charge.

To protect your privacy and the privacy of others, we will need evidence of your identity before we can grant you access to, or change, your Personal Information.

**Contact:** If you have any questions regarding our Privacy Policy or the use of your Personal Information, or would like to make a request, please contact us at the following addresses.:

Government of South Georgia & the South Sandwich Islands  
Government House  
Ross Road  
Stanley  
Falkland Islands  
FIQQ1ZZ

or

[permits@gov.gs](mailto:permits@gov.gs)

We will endeavour to respond within 60 days. If the query, request or complaint will take longer to resolve, we will provide you with a date by which we expect to respond.

**By submitting this application form, you choose to provide your Personal Information to us and consent to the processing of that Personal Information in the manner described, and for the purposes set out, above. However, not providing certain information may result in GSGSSI being unable to process your application for a Regulated Activity Permit or to provide any other services requested.**

[Revised – 21 May 2018]