



## **BRITISH INDIAN OCEAN TERRITORY ADMINISTRATION**

### **Privacy notice**

Date last modified: 03/07/2019

#### **Who we are**

British Indian Ocean Territory Administration  
Overseas Territories Directorate  
Foreign and Commonwealth Office  
King Charles Street  
London  
SW1A 2AH

[BIOTAdmin@fco.gov.uk](mailto:BIOTAdmin@fco.gov.uk)

#### **What data we process and why**

The British Indian Ocean Territory Administration carries out the day-to-day running of the British Indian Ocean Territory. In doing so we process personal data including passport and insurance information.

We will ensure that we will treat all relevant personal information in accordance with UK data protection legislation, including the General Data Protection Regulation (2016) and Data Protection Act 2018.

#### **Legal basis for the processing**

We process this data because it is necessary to do so in order to perform our official functions as the Government of the British Indian Ocean Territory.

#### **What we do with it**

Your data will be stored securely by the British Indian Ocean Territory Administration. There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

#### **How long we keep your data**

We will retain your personal data for only as long as it is necessary or for as long as we are legally required to do so and in line with our Retention Schedule. For example, details of suppliers and details of permits issued must be retained for ten years as they form part of accounts documentation. Outside of the details required for permits other personal information supplied as part of science expeditions and other travel will normally only be kept until the activity is complete.

## Your rights

You have the right to:

- [Object](#) – request that your data is not processed for certain purposes.
- [Erasure](#) - request that your personal data is erased where one of the statutory grounds applies
- [Data portability](#) – the right to obtain and reuse your personal data for your own purposes across different services in certain circumstances.
- [Restrict processing](#) - request that the processing of your personal data is restricted in certain circumstances – for example, where accuracy is contested.
- [Rectification](#) - request that any inaccuracies in your personal data are rectified without delay. Request that any incomplete personal data is completed, including by means of a supplementary statement.
- [Access](#) - request information about how your personal data is processed and to request a copy of that personal data.

If your personal data is processed on the basis of consent, you have the right to:

- withdraw consent to the processing of your personal data at any time.
- request a copy of any personal data you have provided.

## How to contact us

If you have any questions about anything in this notice, or if you consider that your personal data has been misused or mishandled, or if you would like to exercise any of your rights, you can contact us at: [BIOTAdmin@fco.gov.uk](mailto:BIOTAdmin@fco.gov.uk)

## Changes to this notice

We may modify or amend this privacy notice at our discretion at any time. When we make changes to this notice, we will amend the last modified data at the top of this page. Any modification or amendment to this privacy notice will be applied to you and your data as of that revision date. We encourage you to periodically review this privacy notice to be informed about how we are protecting your data.