



Diaspora Database

Data Protection and Privacy Policy

1. Introduction

The Montserrat Government UK Office (MGUKO) is committed to protecting your privacy and keeping your personal information safe.

This policy explains:

- What information we collect when you register for the **Montserrat Diaspora Database**
- How we use it
- Who we share it with
- How long we keep it for
- Your rights under the UK General Data Protection Regulation (UK GDPR)

We've written it in plain English so it's easy to understand.

2. Data Controller

The **Data Controller** responsible for your information is:

Kei-Retta Farrell

Montserrat Government UK Office

162 Buckingham Palace Road, London, SW1W 9TR

Email: kei-retta.farrell@montserrat-gov.org

3. Data Collection

When you register, we collect:

- **Contact details** – name, email address, phone number
- **Location** – postcode, city/town
- **Professional information** – job title, qualifications, skills, work experience
- **Heritage information** – your connection to Montserrat
- **Other information** – areas of interest, CV (if provided)



4. Legal Basis for Processing

We use your data because you have given us your consent when you registered. You can withdraw your consent at any time by contacting us at kei-retta.farrell@montserrat-gov.org.

5. How We Use Your Data

We use your information to:

- Build a clear picture of Montserratians and those of Montserratian heritage in the UK
- Map skills, locations, and professions within the diaspora
- Identify opportunities for you to connect with Montserrat's development through work, volunteering, investment, or cultural projects
- Support recruitment for roles in Montserrat (both public and private sector)
- Share relevant opportunities, news, and event information with you

Private sector businesses in Montserrat may, for a fee, use our recruitment matching service to find candidates from the database. This will only happen where you have consented to be contacted about such opportunities.

6. Who Has Access to Your Data

Your information will only be seen by:

- Authorised MGUKO staff
- Relevant departments in the Government of Montserrat **directly involved in this initiative, and only where you have consented to be contacted**
- Private sector organisations in Montserrat who have engaged our paid recruitment service — only where you have consented to be contacted

We will **never sell your data** and will not share it with any other third parties unless required by law.

7. How We Keep Your Data Safe

We use security measures such as encryption, password protection, and restricted staff access to keep your information safe. We regularly review our systems to protect against loss, damage, or unauthorised access.



8. How Long We Keep Your Data

- We will keep your information only as long as necessary for the purposes in this policy.
- Every year, we will contact you to check and update your profile.
- We will not keep your data for longer than 7 years from your last update.
- If you ask us to delete your data, we will do so unless we need to keep it for legal reasons

9. Your Rights

Under the GDPR, you have the following rights regarding your personal data:

- **Access:** You can request access to the personal data we hold about you.
- **Rectification:** You can request correction of any inaccurate or incomplete data.
- **Erasure:** You can request the deletion of your personal data in certain circumstances.
- **Restriction:** You can request the restriction of processing under certain conditions.
- **Data Portability:** You can request to receive your data in a structured, commonly used, and machine-readable format.
- **Objection:** You can object to the processing of your data in certain situations.

To exercise any of these rights, please contact us at admin@montserrat-gov.org.

10. Annual Review & Training

- This policy will be reviewed every year to make sure it stays up to date.
- All MGUKO staff with access to personal data will complete annual GDPR training.

11.Changes to This Policy

If we make significant changes, we will contact you directly and publish the updated policy on our website.

11. Contact Information

For any questions, concerns, or requests regarding your personal data or this policy, please contact:

Kei-Retta Farrell

Montserrat Government UK Office

162 Buckingham Palace Road, London, SW1W 9TR

Email: kei-retta.farrell@montserrat-gov.org



12. Complaints

If you have concerns about how we handle your data, you can contact the Information Commissioner's Office (ICO) in the UK:

Website: www.ico.org.uk

Phone: 0303 123 1113