



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
- How and why 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) and the Data Protection Act 2018

This policy applies to all individuals who register with the Montserrat Diaspora Database, including Montserratians and persons of Montserratian heritage living anywhere in the world.

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

MGUKO acts as the Data Controller, responsible for deciding how your information is used and protected.

3. Data Collection

When you register, we collect:

- **Contact details** – name, email address, phone number
- **Location** – country of residence, city/town, postcode (if applicable)
- **Professional information** – job title, qualifications, skills, work experience. CV (if provided)



MONTSERRAT GOVERNMENT UK OFFICE

- **Heritage information** – your connection to Montserrat
- **Preferences:** areas of interest (e.g., volunteering, professional opportunities, investment)
- **Other information:** how you heard about the database

We do not collect special category data unless required by law and with explicit consent.

4. Legal Basis for Processing

We process your data under the following legal bases:

- **Consent (Article 6(1)(a) UK GDPR):** You provide consent when submitting your form. You may withdraw consent at any time.
- **Public Task (Article 6(1)(e) UK GDPR):** MGUKO performs official functions on behalf of the Government of Montserrat, including diaspora engagement, skills mapping, and national development support.

You may withdraw consent by emailing admin@montserrat-gov.org.

5. How We Use Your Data

Your information is used to:

- Build a clear profile of the **Montserrat global diaspora**, not only those in the UK
- Map skills, locations, and professions
- Support recruitment, capacity development, and skills-gap identification
- Share opportunities aligned with your interests (public sector, private sector, volunteering, mentorship, community work)
- Facilitate business and investment connections
- Strengthen cultural, economic, and social ties between Montserrat and its diaspora

Private sector organisations in Montserrat may request recruitment support through MGUKO. Your data will **only be shared where you have explicitly consented** to be contacted.

6. International Transfers of Data

Because MGUKO operates on behalf of the Government of Montserrat, your data may be shared with relevant government departments in Montserrat.

Where data is transferred outside the UK:

- Transfers are made under Article 49(1)(d) UK GDPR (“important reasons of public interest”), applicable to official government operations.



- All transfers are secure, encrypted and restricted to authorised personnel.

Your data is not shared with third-party companies unless you have consented.

7. 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 a combination of technical and organisational measures, including:

- Encrypted storage systems
- Password-restricted access
- Audit trails
- Staff training
- Regular security reviews

8. How Long We Keep Your Data

- Your profile will be retained for **up to 7 years** from your last update.
- You will be contacted annually to review and update your information.
- You may request deletion at any time (unless we must 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.



MONTERRAT GOVERNMENT UK OFFICE

- **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.

Requests should be directed to: admin@montserrat-gov.org

MGUKO follows its formal Subject Access Request Process (SAR) for responding.

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.

12.Changes to This Policy

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

13. 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