



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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Further to your information request FOI/EIR 19/20-167 please find your question and our response below.

Request:

Do you currently record details of visitors attending your council offices? **Yes**

If so...

What details do you record? E.g. name, company name, who they're visiting, etc. **Name, organisation, car registration, badge number allocated.**

Do you do this electronically or on paper? **Paper**

How long are the details kept? **1 Year**

Is your method of visitor recording GDPR compliant? **Yes**

How much per annum does the visitor recording method you use cost the council? **This is part of the Customer Service department duties and not recorded separately.**

Do you currently record details of staff attending your council offices? **No**

If so...

What details do you record? E.g. name, employee number, job title, etc. **n/a**

Do you do this electronically or on paper? **n/a**

How long are the details kept? **n/a**

Is your method of visitor recording GDPR compliant? **n/a**

How much per annum does the staff recording method you use cost the council? **n/a**

Response:

See response above in red.

This concludes your request FOI/EIR 19/20-167

If information has been refused please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach foi@eastcambs.gov.uk. and request a review.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.