

Bath & North East Somerset Council  
Request for Information

**Requested Information**

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. **date, time in/out, badge no, name, company, to see, vehicle reg**

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

How long are the details kept? **This information is to be kept for 6 months**

Is your method of visitor recording GDPR compliant? **We believe it is.**

How much per annum does the visitor recording method you use cost the council? **Nothing/ less than £1**

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