



Brighton & Hove City Council
4th Floor Bartholomew House
Bartholomew Square
Brighton
BN1 1JE

Mr Elton Sanders

FOI Reference: 4079265

Direct Dial: 01273 295959

Email: foicasex@xxxx.xxxxhton-hove.gov.uk

Date: 9 July 2019

Your reference:request-584145-e3c5713b@whatdotheyknow.com

Dear Mr Sanders

Freedom of Information Act 2000

We can confirm that the information requested is held by Brighton & Hove City Council. We have detailed below the information that is being released to you.

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

Yes

What details do you record?

Visitors name, Host name, Visitors Company, Vehicle Registration

Do you do this electronically or on paper?

Paper

How long are the details kept?

3 years

Is your method of visitor recording GDPR compliant?

Yes

How much per annum does the visitor recording method you use cost the council?

Approximately £1,000 per year

Do you currently record details of staff attending your council offices?

Staff are issued with passes to control access to buildings but details of staff attending council offices are not recorded.

Please quote the reference number 4079265 in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for an Internal Review. Internal Review requests should be submitted within two months of the date of receipt of the response to your original request, as per ICO Guidance <https://ico.org.uk/your-data-matters/official-information/> and should be addressed to:

foicases@mail.brighton-hove.gov.uk

or by post to;

Information Governance Team
Brighton & Hove City Council
4th Floor, Bartholomew House
Bartholomew Square
Brighton
BN1 1JE

If you are still dissatisfied with the Council's response after the Internal Review you have a right of appeal to the Information Commissioner at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.
Telephone: 01625 545 700
Website: www.ico.gov.uk

We will now close your request as of this date.

Yours sincerely

Information Compliance Officer