



Freedom of Information Act 2000
Information Disclosure Notice

Request Reference: 15336
Date: 07 August 2019

Subject: Visitor Management Records

Your request:

1. Do you currently record details of visitors attending your council offices?
If so...
 - a) What details do you record? E.g. name, company name, who they're visiting, etc.
 - b) Do you do this electronically or on paper?
 - c) How long are the details kept?
 - d) Is your method of visitor recording GDPR compliant?
 - e) How much per annum does the visitor recording method you use cost the council?

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

If so...

- a) What details do you record? E.g. name, employee number, job title, etc.
- b) Do you do this electronically or on paper?
- c) How long are the details kept?
- d) Is your method of visitor recording GDPR compliant?
- e) How much per annum does the staff recording method you use cost the council?

Our response:

1.
 - a) Details recorded:
 - Name
 - Who they are visiting
 - Pass number (on the visitor card we give them)
 - Time in
 - Time out
 - b) Paper
 - c) 1 day (day in question)
 - d) Yes. Policies and procedures are in place to ensure compliance.
 - e) We do not hold this information

2. Each service area has its own signing in and out board/paper facility
 - a) Employee name
 - b) Paper

- c) Some are signing in and out boards so no details are recorded, some areas keep weekly sheets. For weekly paper sheets these are securely discarded at the end of the week when no longer required.
- d) Yes. Policies and procedures are in place to ensure compliance.
- e) We do not hold this information