

Date: \_\_\_\_\_

## Visitor Record Sheet

### Privacy Declaration

In order to comply with GDPR we remind you that the information provided on this visitor record sheet is to be used for the purposes of security and health and safety. We only ask you to provide us with minimal personal information which would help us to identify you in case of an emergency or to safeguard the children in our care.

Each sheet is removed from the front desk at the end of the day and filed securely in our locked offices, with a new sheet being provided daily. The sheets are retained for a period of 6 months. This is to maintain our security records should a breach come to light.

Whilst on site you agree to adhere to our policies and procedures that your host will familiarise you with.

Our full Privacy Notice is available on request from your host.

Surname	Visiting/Host	Car Registration (if parked on our Car Park)	Time In	Time Out