

<p>Legate Group Limited Visitor Policy 30 September 2018</p>
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Why we need this policy?

Organised crime knows the value of personal data and go to extraordinary lengths to obtain it. We owe a duty to our customers and our fellow employees to ensure that external visitors to our premises are there for lawful purposes, that we know who they are and that they do not wrongfully take any personal data as it will cause our business damage and possibly lose jobs. The purpose of this document is to provide guidance for Visitors to the business premises, as well as for you when inviting Visitors to the business.

Does it apply to you?

This policy applies to all employees, consultants, approved temporary or agency staff or other approved personnel and contractors who may receive visitors on any premises on which the business conducts itself and/or stores, uses or destroys any electronic or paper information.

Company Policy & what you have to do

All Visitors must be received at a designated point on our premises which for these purposes are locations where access to the rest of the building can be controlled (the main reception desk in most locations). All Visitors must present acceptable photographic identification at time of arrival. If the premises involved contain sensitive or confidential information passports or driving licences bearing a likeness must be seen. All Visitors must be met by you at the time of checking in and you must escort them at all times.

Visitors can only be invited by our employees and cannot invite each other so any Visitor you have not invited cannot enter the premises.

All Visitor bags and electronic items will be inspected and USB sticks, or other portable media, removed and securely stored at the arrival desk. Laptops or other portable devices including mobile phones will be identified by model and colour and checked on the way out.

Photographs and Cameras

Visitors are not permitted to take cameras into the buildings under any circumstances unless approved by the IT Security Contact.

Mobile or smartphones and laptops or similar devices equipped with cameras are permitted, but visitors must not to take any pictures of any personal data whilst on site. You must inform your visitor of this and any pictures taken will result in the device being confiscated. Any pictures taken may be deleted and the circumstances may be reported to the police for investigation.

Leaving

Visitors will check out at the same place they were signed in at. Visitor electronics will be checked out to make sure they are the same devices as entered the premises unless they have only had access to meeting rooms. Checking out may take longer after regular business hours.

Visitors may be subject to a brief search of laptop bags or other luggage as they enter or leave.

In the event of an emergency, it is your responsibility to ensure that the Visitor evacuates safely to your evacuation point.

What will happen if you do not follow this policy

Anyone found to have violated this policy may be subject to disciplinary action, up to and including suspension or termination of employment. A violation by a temporary worker, contractor or vendor may result in action up to and including termination of their contract.

Visitor Policy

This Visitor Policy must be sent to the company or visitor before arrival.

BEFORE you arrive on site and you give us your name or the name of your employee and details these are the rules you agree to at the time you give us those details. If you do not wish to abide by these rules you will not be permitted entry to our premises:

1. Identification – we may require picture identification depending on the areas you are to visit. If we take your picture, then you consent to us using the image and other data for the detection and prevention of crime. You consent to this by taking the badge we give.
2. Searching on the way in – if requested you will allow us to search any laptop or similar bag. Any USB sticks or other removable media are to be surrendered to the check in desk. We take no responsibility for its safekeeping or anything on the media. It is returned when you leave.
3. No photographs – you must not take any pictures within the premises. We may remove any camera/phone from you before you enter the premises and store it at the check in desk until you return. We take no responsibility for its safekeeping or anything on it. The only way to have such devices taken into the premises is with the authority of the IT Security Contact who may inspect the device before allowing it in and on the way out.
4. Visitor badge – Where a visitor badge is issued you must wear your badge at all times and only move around the building in the company of one of our employees. If you are found unescorted or in an area you are not supposed to be you will be removed immediately from the building.
5. Leaving – on leaving the building we may wish to search your laptop or other bag to ensure it is the same device. Any devices removed will be returned to the visitor, but we take no responsibility to ensure that they are the same as originally removed nor undamaged. Mobile or other phones will be inspected for any voice recordings or photographs and if any are found we will remove the article for further inspection and potential report to the authorities. By providing us with your name and details you agree to these provisions.

This policy has been approved & authorised by:

Name: Tony Clarke

Position: Director

Date: 30/09/2018

Revision History	Date of Issue	Next Review Date
V1	31/01/2018	Sep 2018
V1	30/09/2018	30/09/2019