



Reference: FOI1614

Request:

Can you please provide me with any electronic copies of any policies, procedure or guidance issued to staff in relation to visitors, guests or contractors who access your buildings?

For example Do you request all visitors attending for meeting, interviews or other wear a visitor badge and sign-in at reception and do you record details of this?

How do you manage contractors or suppliers who require access to your building?

Do you have access control on areas of your building where services process or handle very sensitive personal data, how do you manage access control?

Do you have a retention period for visitor records?

Response

All Council buildings contain offices and they all have their own policies depending on the use of the building itself.

The information requested is exempt from disclosure under Section 31, Law Enforcement, as to do so may compromise the security arrangements and potentially result in unlawful access.