



Visitor Policy  
Tony Clarke  
Last Reviewed: 19/07/2022  
V1

# Legate Group Limited

## Visitor Policy

### *Revision History*

<b>Version</b>	<b>Revision Date</b>	<b>Revised By</b>	<b>Section Revised</b>
V1	31/01/2018	T.Clarke	Whole Document

### *Document Control*

<b>Document Owner:</b>	<b>Next Review Date:</b>	<b>Version</b>	<b>Unit/Dept:</b>
<b>T. Clarke</b>	<b>19/07/2022</b>	<b>1</b>	<b>InfoSec</b>
<b>Latest Review Comments:</b>			



## **1. TITLE**

Visitor Policy

## **2. POLICY STATEMENT**

Legate Group (the "Company") is a commercial investigation company and operates as a small business. The Company's policy is proportionate to the risks and business size.

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.

## **3. PURPOSE**

To ensure that both staff and client property and data is properly protected from loss or damage resulting from a personal visit to the business premises.

## **4. SCOPE**

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 where the business conducts itself and/or stores, uses or destroys any electronic or paper information.

## **5. OBJECTIVE**

This document provides guidance for visitors to the business premises, as well as for staff when inviting visitors to the business.

## **6. POLICY DETAILS**

### **Visitors Pre-Arrival**

Visitors can only be invited by Company staff and visitors cannot invite each other. Any Visitor you have not invited cannot enter the premises, without authority from the Director, which will not be unreasonably withheld, unless there are no other team members on-site or other business reasons.

A copy of the visitor policy at Appendix 1, must be sent to the company or visitor before arrival.

### **Visitors on Arrival**

All visitors must be received at the main reception desk.



Unless known to us, all Visitors must present acceptable photographic identification at time of arrival.

All Visitors must be met at or shortly after the time of checking in and you must, where reasonable, escort them at all times.

Visitors must not be left alone in or with access to the Operations Centre.

Visitors can only be invited by our employees and cannot invite each other so any Visitor you have not invited cannot enter the premises with prior agreement with the director or similar.

### **Photographs**

Visitors must not to take any pictures of the Operations Centre in particular 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.

### **Visitors Leaving**

Visitors will check out at the same place they were signed in i.e. reception. 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, particularly if they have had unrestricted access to the Operations Centre.

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, which has led to a significant incident, 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.



## Appendix 1.

### Visitor Policy

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. Please do not bring with you USB sticks or other removable media. If you do bring such devices, we may ask you to surrender them until the visit concludes. We take no responsibility for its safekeeping or anything on the media.
3. No photographs – Visitors must not to take any photographs of the Operations Centre in particular any personal data or staff whilst on site. If you do take any photographs this may result in the device being confiscated. Any pictures taken may be deleted and the circumstances may be reported to the police for investigation.
4. Visitor badge – Where a visitor badge is issued you must wear it at all times and only move around the building in the company of one of our employees, unless otherwise agreed. If you are found in an area you are not supposed to be you may be asked to leave immediately.
5. Leaving – on leaving the building and depending on the nature of the visit we may wish to ensure that you have not removed anything from the premises without permission. This may involve searching any bags to ensure our client's and the Company's data remains secure. If we find that there has been an unauthorised removal of the Company's or our client's property or data we will remove the article for further inspection and report the circumstances to the authorities.