

18 June 2019
Our ref: 5388228

Thank you for your request received on 12 June 2019, for the following information:

Dear Barnet Borough Council,

Do you currently record details of visitors attending your council offices?

If so...

What details do you record? E.g. name, company name, who they're visiting, etc.

Do you do this electronically or on paper?

How long are the details kept?

Is your method of visitor recording GDPR compliant?

How much per annum does the visitor recording method you use cost the council?

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

If so...

What details do you record? E.g. name, employee number, job title, etc.

Do you do this electronically or on paper?

How long are the details kept?

Is your method of visitor recording GDPR compliant?

How much per annum does the staff recording method you use cost the council?

We have processed this request under the Freedom of Information Act 2000.

Response

I am writing to inform you that we have searched our records and although we hold some of the information requested, some is not held by London Borough of Barnet because Enter the reason why the information requested is not held

We have provided answers to your request below showing where we do not hold the information requested.

What details do you record? E.g. name, company name, who they're visiting, etc.

We retain information such as name, contact information, date, time, whom they are visiting, if an access pass has been issued.

Do you do this electronically or on paper?

Currently kept on paper however we are slowly transitioning to an online system which is being used at Colindale and is in the very early stages.

How long are the details kept?

Details are kept securely for one year.

Is your method of visitor recording GDPR compliant?

Yes

How much per annum does the visitor recording method you use cost the council?

Circa £5k

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

We have access control systems in place such as swipe and electronic keypads so this isn't relevant in all cases.

If so...

What details do you record? E.g. name, employee number, job title, etc.

We retain information such as name, contact information, date, time, if an access pass has been issued.

Do you do this electronically or on paper?

Currently kept on paper however we are slowly transitioning to an online system which is being used at Colindale and is in the very early stages.

How long are the details kept?

Details are kept securely for one year.

Is your method of visitor recording GDPR compliant?

Yes

How much per annum does the staff recording method you use cost the council?

Circa £5k

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) The London Borough of Barnet, North London Business Park, Oakleigh Road South, London, N11 1NP

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.