

GREATER LONDON AUTHORITY

[REDACTED]
(via WhatDoTheyKnow.com)

Our Ref: MGLA210819-0639

18 September 2019

Dear [REDACTED]

Thank you for your request for information which the Greater London Authority (GLA) received on 20 August 2019. Your request has been dealt with under the Freedom of Information Act 2000.

You requested:

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?

Please find below the information we hold within the scope of your request:

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

- Yes

If so

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

- Name, Company Name and Who they're visiting.

Do you do this electronically or on paper?

- Electronically

How long are the details kept?

- 12 months

Is your method of visitor recording GDPR compliant?

- Yes

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

- Consumables only – minimal costs

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

- Yes, through the security system

If so

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

- Card holder Name, Directorate, Name of Assistant Director/Director, Identity card number plus picture of staff member and their organisation. This links to the building access control database.

Do you do this electronically or on paper?

- Electronically

How long are the details kept?

- 12 months

Is your method of visitor recording GDPR compliant?

- Yes

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

- Consumables only – minimal costs

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA210819-0639.

Yours sincerely


Support Services Manager

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>