

# Annex B: Visitors Notice

When we ask you for personal information, we ensure that:

- You know we need that information for security reasons so that we can verify your identity and fulfill other legal requirements.
- We only ask for what we need and don't collect too much or irrelevant information.
- We protect it and make sure nobody has access to it who shouldn't.
- We only share it with other organizations when it is lawful to do so.
- We only keep your information for a maximum of 6 months after your last visit.
- We have a process in place so that you can request to see what personal data we hold for you:
  1. You can submit any queries including requesting a copy of the information we hold about you to: \_\_\_\_\_
  2. You can ask an officer in the visits hall on how to submit a Subject Access Request.