

Visitor Terms and Conditions

Integrated Office Systems Ltd

1. Purpose of Visit

- You confirm that you are visiting for legitimate business purposes and that the information provided during sign-in is accurate and complete.

2. Health and Safety

- Comply with all health and safety instructions given by staff.
- Follow all emergency procedures, including evacuation instructions.
- Wear any required identification badge or visitor pass visibly at all times.
- Remain accompanied by your host unless otherwise authorised.
- Failure to comply with safety procedures may result in removal from the premises.

3. Security

- Not access restricted areas without prior authorisation.
- Not photograph, record, or copy any confidential material without permission.
- Keep personal belongings secure at all times.
- Integrated Office Systems Ltd reserves the right to refuse entry or request a visitor to leave at its discretion.

4. Data Protection and Privacy

- Integrated Office Systems Ltd processes visitor information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- Personal information collected may include: Name, Company name, Contact details, Host being visited, Time and date of visit, and Signature.
- Information is collected for site security, health and safety compliance, emergency evacuation procedures, and business record-keeping.
- Visitor data will be stored securely and retained only as long as necessary for legitimate business and legal purposes.
- You have the right to request access to your personal data or request its correction.

5. Liability

- Visitors enter the premises at their own risk.
- Integrated Office Systems Ltd shall not be liable for loss or damage to personal property, injury arising from failure to comply with safety instructions, or unauthorised actions taken by visitors.

- Nothing in these terms limits liability for death or personal injury caused by negligence where such limitation is not permitted by law.

6. Confidentiality

- During your visit, you may have access to confidential or commercially sensitive information.
- You agree not to disclose or use such information without prior written consent.

7. Acceptance

- By signing in electronically or physically, you confirm that you have read, understood, and agree to comply with these Terms and Conditions during your visit.