

Visitor Log

ORGANISATION

A rolling, multi-day log for reception desks. Runs across several days on one sheet rather than one sheet per day.

DATE _____

SITE / BUILDING

LOG PERIOD FROM

TO

SHEET NO.

Use a rolling log where visitor volume is low and a daily sheet would mostly sit empty. Where you need an evacuation roll call, use a separate sign-in sheet for each day instead.

Visitor log

[illegible]

DATE	VISITOR NAME	ORGANISATION	HOST	PURPOSE OF VISIT	IN	OUT

Record keeping

- ☐ Completed sheets are stored securely and access is restricted to authorised staff
- ☐ Sheets are retained only as long as needed, then destroyed securely
- ☐ Visitors have been told what the log is for and how long it is kept

A visitor log holds personal information. Tell people why you are collecting it, keep it out of public view at the desk, and set a retention period rather than keeping sheets indefinitely.