



**Visitor Management form - June 2020 - Ref Covid-19**

The IMF welcomes visitors and asks that all visitors consider COVID-19, ensuring that the relevant Government health advice is followed before and during the visit. In light of this advice, we will greet you warmly, but we will not invite you to shake hands. We also invite you to wash your hands/use hand sanitiser on arrival, in line with the current guidance. Thank you for your co-operation.

Please complete the following form and hand to a member of staff.

Date and time of visit .....

Name .....

Organisation .....

**Optional (for any COVID-19 related communications only):**

Email .....

Contact Telephone number .....

**I confirm that I have not visited any locations outside of the UK in the last 14 days.**

If countries have been visited please list here.

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By signing this document you confirm you currently have no symptoms of COVID19 and have shown none in the past 14 days and to the best of your knowledge have not been in contact with anyone showing symptoms.

Signed .....

Date .....

**Privacy Notice**

The IMF will process your personal data, provided to IMF for purpose of contacting you with relevant information following your visit. The legal basis for processing this personal data is legitimate interests. Your personal data will not be transferred out of the IMF, will be kept securely at the IMF and retained for 1 month. In certain, exceptional circumstances, your name, organisation and contact details will be shared with specific third parties should we need to contact you after your visit in relation to COVID-19.

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