

# Reception GDPR Checklist

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## Operational guide for visitor management

- Privacy notice available for visitors
- Visitor register not visible to unauthorized persons
- Access to visitor data restricted to authorized personnel
- Data retention periods defined
- Reception staff trained on procedures
- Consent collected when required
- Data collection limited to what is strictly necessary
- Procedure in place for data access and deletion requests
- Reception desk organized and secure
- Periodic review of procedures