Goldsmiths
UNIVERSITY OF LONDON

Guest Visitor Policy

Contents

Ownership	Director of Governance and Legal Services
Policy contact	Legal@gold.ac.uk
Approval	Board name
Protective Marking	Public
Last review date	March 2024
Next review date	March 2026

1   Scope

1.1   This Policy applies to all individuals other than Goldsmiths' staff or current registered students who access Goldsmiths' campus, buildings and/or premises, or otherwise use Goldsmiths' facilities, whether on a short or long-term and/or one-off or repeated basis. Such individuals are known in this Policy as "Visitors".

1.2   Goldsmiths is committed to providing a safe, welcoming and inclusive environment to all persons who use its premises or facilities including Visitors. This Policy sets out the rules and expectations applicable to Visitors.

2   Respect

2.1   Visitors must act with respect towards Goldsmiths; its campus, buildings and property; and its staff, students and other Visitors.

2.2   Visitors must not deliberately or through neglect cause damage to property, or insult or injury to others.

3   Reasonable Instructions

3.1   Visitors must at all times abide by reasonable verbal or written instructions issued by Goldsmiths' staff or representatives.

4   Access

4.1   Visitors must only access areas of Goldsmiths' campus, buildings and/or premises where they have a legitimate reason to do so, and must not attempt to bypass any locks or other security measures on any buildings, rooms, cupboards or other storage facilities.

5   Confidentiality

5.1   Visitors must respect, maintain the confidentiality of, and not divulge to any third party, any information of a confidential, personal or non-public nature relating to Goldsmiths, its staff, students, or any other Visitors.

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6 Anti-Discrimination, Bullying and Harassment

6.1 Goldsmiths is subject to the provisions of the Equality Act 2010 and the Public Sector Equality Duty under that Act. Visitors must refrain at all times from action, conduct or behaviour that could constitute discrimination, victimisation, bullying and/or harassment; Goldsmiths takes a zero-tolerance approach to these issues.

6.2 Visitors must abide by Goldsmiths' Policy and Procedure on Sexual Violence, Sexual Harassment, Stalking, Domestic Violence and Sexual Misconduct as varied from time to time, available here: https://www.gold.ac.uk/media/documents-by-section/about-us/governance/policies/Goldsmiths-policy-on-sexual-violence-harassment-misconduct.pdf.

7 Health & Safety

7.1 Visitors must abide by Goldsmiths' *Health and Safety Policy and Procedure* as amended from time to time, available here:

https://www.gold.ac.uk/media/docs/estates/Health-and-Safety-Policy-and-Procedure.pdf

8 IT & IS Policies

8.1 Where Visitors have access to IT systems and equipment they must abide by the following policies as amended from time to time:

8.1.1 Acceptable Use of IT Services Policy: https://www.gold.ac.uk/media/docs/it/acceptable-use-of-it-services-policy.pdf.

8.1.2 Email Policy: https://www.gold.ac.uk/media/docs/it/Email-Policy.pdf.

8.1.3 Information Security Policy: https://www.gold.ac.uk/media/docs/it/Information-Security-Policy.pdf.

8.1.4 Password Policy: https://www.gold.ac.uk/media/docs/it/Password-policy.pdf

9 Data Protection

9.1 Visitors acknowledge that in the course of accessing Goldsmiths' campus, buildings and/or premises, or otherwise using Goldsmiths' facilities, Goldsmiths may collect personal data about them.

9.2 Visitors acknowledge and shall abide by Goldsmiths' Data Protection Policies as amended from time to time, available here: https://www.gold.ac.uk/data-protection/.

10 Immigration

10.1 Where applicable Visitors must comply with all UK Visas and Immigration requirements.

10.2 Where Visitors will undertake any one-off engagement or perform any work for Goldsmiths, they must evidence their right to work in the UK by providing relevant documents to the appropriate Department prior to commencing this activity.

10.3 For assistance with understanding or complying with these obligations, Visitors should contact Goldsmiths' Immigration Advisory Service: immigration@gold.ac.uk.

11 Legal Compliance

11.1 Visitors must abide by and not solicit, procure or encourage Goldsmiths' staff or students to breach, all applicable laws and regulations, including in particular the Bribery Act 2010 and the Modern Slavery Act 2015.

12 Removal

12.1 Goldsmiths shall determine in its sole discretion whether any Visitor is in breach of this policy. Goldsmiths reserves the right to remove any Visitor and to temporarily or permanently suspend or terminate a Visitor's right to access Goldsmiths' campus, buildings and/or premises, or use other Goldsmiths' facilities.

13 Further documentation

13.1 At Goldsmiths' request, Visitors shall complete such further documentation as Goldsmiths reasonably requires to confirm they will abide by the terms of this Policy

14 Reporting concerns

14.1 For anything that requires urgent repair or presents a danger to people please call:

Estates helpdesk	020 7919 7121 / x7121
Security	020 7919 7979 / x7979

14.2 If you have concerns about anything else you are seeing or experiencing as a Visitor, in the first instance please raise this with the staff member who is your main contact or person you primarily interact with at Goldsmiths. Where you do not feel this is appropriate or this is not possible for any reason you may contact one of the following sources of assistance:

14.2.1 Bullying, harassment, victimisation and/or safeguarding issues: https://reportandsupport.gold.ac.uk.

14.2.2 Data protection, confidentiality, and/or freedom of information issues: dp@gold.ac.uk.

14.2.3 Estates issues: estates@gold.ac.uk.

14.2.4 Legal issues: legal@gold.ac.uk.

Document history

Version	Date	Details	Author	Approved
1.0	12/01/2024	Reviewed by SMT	David Kuper	Approved
1.1	05/03/2024	Reviewed by Registar & Secretary	David Kuper	Approved

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