



Please fill in all sections of this form.

Girlguiding's external visitor form

Visitor name:	
Company/organisation/professional body:	
Unit visiting:	
Date of visit:	
Purpose of visit:	

Insurance cover

Girlguiding provides public liability insurance for members to cover anyone attending a Girlguiding event. This means we're covered if someone has an accident due to the actions of a Girlguiding member. And it includes parent helpers or anyone there in a voluntary capacity. However, it doesn't cover the actions of paid third-party providers - this includes a parent/carer attending in a professional capacity ie offering a business service, and those attending as members of other organisations. So in those instances, as a visitor, you'll need to have your own cover in case of an incident. If appropriate, please add details of your insurance here:

Insurer's name:	
Insurance policy number:	
Total of insurance cover:	

Photo permissions

It's important that we have permission from our members when taking any photos or videos of our girls at an event. And we must also get additional consent if an external visitor wishes to take photos or videos for any purpose. This means we're acting in line with the Data Protection Act 2018.

If you're taking photos or videos you'll need to follow our [Digital safeguarding policy and procedure](#) and to complete the form below. Once photos, images or videos have been used for their intended purpose, they'll need to be deleted from the device used to take them. They must all be deleted within 14 days after the event has taken place.

Do note that we do not allow photos, images or videos to be taken for promotional purposes of any kind outside of those which benefit Girlguiding activities.

Why do you want to take photos or videos at this event?	
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How will the photos and videos be stored?	
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When will they be deleted? <i>(In line with our Digital safeguarding procedure we would expect this to happen within 14 days)</i>	
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By signing this form, I agree that I have read and understood this form and the [unit safeguarding guidelines](#). I agree to follow Girlguiding's processes before and during the event on the date given above.

Signature:	
Print name:	
Date:	

The retention of this form is one month. However, if an incident occurs it may be kept for longer in line with data retention. For further information on how and why Girlguiding use your personal data, including how long we keep it, your rights, and how you can contact us, please read our full privacy notice at: girlguiding.org.uk/privacy-notice