



## Privacy Notice Template for Workplace Visitors (how you use visitors' information)

### **DISCLAIMER:**

This template for a Privacy Notice for workplace visitors is provided for general guidance purposes only and does not constitute legal advice or create any legally binding obligations. Data controllers/processors using this template should tailor it to reflect their specific data processing activities, legal obligations, and operational needs. The PDPC recommends that data controllers/processors seek independent legal advice to ensure compliance with the Personal Data Protection Act, 2022, and its regulations. The PDPC disclaims any liability for any omissions or errors in the template.

PLEASE DELETE THIS DISCLAIMER ONCE YOU HAVE CUSTOMIZED THE DOCUMENT WITH YOUR ORGANIZATION'S DETAILS.

Privacy Notice (how we use visitors' personal data)

**[Insert Name of Data Controllers/Processors]:**

### **1. Introduction:**

Welcome to [Organization Name]. We are committed to protecting your personal data and ensuring that your information is processed in accordance with the Personal Data Protection Act, 2022, and its regulations. This Privacy Notice outlines how we collect, use, disclose, and protect your personal data when you visit our premises.

### **2. Applicability:**

This Privacy Notice applies to all visitors to our premises, including employees of third-party service providers, contractors, suppliers, and any other individuals entering our facilities.

### **3. Data protection principles:**

In this Section, state how you adhere to the principles of data protection under the Act.

### **4. Your Personal Data that We will Process:**

In this Section, state the types of personal data you collect as well special categories.

### **5. How We Collect Personal Data:**

In this Section, state how you collect personal data.

#### **6. Purpose for Processing your Personal Data:**

In this Section, state the purposes of processing personal data.

#### **7. CCTV and Other Surveillance Technologies:**

In this Section, state if you use CCTV cameras and other surveillance technologies within your premises for security and monitoring purposes. These systems may capture images and recordings of visitors, therefore, state how the data will be used strictly for security purposes in compliance with the Act and your internal policies.

#### **8. Visitor Registration Book:**

In this Section, describe the purpose of collecting personal data through the visitor registration book at the entrance, such as security, compliance, and operational needs. Specify the types of data collected (e.g., name, ID number, purpose of visit), who has access to it, and how long it will be retained.

#### **9. Disclosure of Personal Data:**

In this Section, state the scenarios where you may disclose personal data and list the categories of recipients.

#### **10. Cross-Border Data Transfers:**

In this Section, if you transfer personal data to countries outside of Tanzania, state how you will ensure that you have obtained the necessary permit from the authorities and that appropriate safeguards are in place in accordance with the Act.

#### **11. Children's Privacy:**

In this Section, if you do not knowingly collect personal data directly from children under the age of 18 without parental or guardian consent, state that if a child visits your premises, they must be accompanied by a responsible adult.

#### **12. Consent, Withdrawal, and Consequences:**

In this Section, inform data subjects that by visiting your premises, they acknowledge and agree to the collection and processing of their personal data as described in this Privacy Notice. However, they have the right to withdraw their consent at any time and can do so by following the specified procedure. They should be aware that withdrawing consent may prevent them from accessing certain areas or services that require the processing of their personal data.

#### **13. Where Personal Data May be Held:**

In this Section, state where the personal data is stored.

#### **14. How Long We Keep Your Personal Data (Data Retention):**

In this Section, describe how long you will retain the collected personal data to fulfill the purposes outlined in this Privacy Notice. Example, visitor logs and CCTV footage are retained for [insert retention period, e.g., 90 days] unless required for legal or investigative purposes.

#### **15. Your Rights as a Data Subject:**

In this Section, list all applicable data subject rights under the Personal Data Protection Act, 2022, in relation to this Privacy Notice.

#### **16. Security of the Collected Personal Data:**

In this Section, describe the appropriate technical and organizational measures you implement to protect the collected personal data against unauthorized access, alteration, disclosure, or destruction.

#### **17. Access to Your Personal Data:**

In this Section, explain how users can access their personal data.

#### **18. How to complain:**

In this Section, explain the procedure for data subjects to lodge a complaint should they have concerns regarding the processing of their personal data. This includes contacting your Data Protection Officer at [insert contact details] and/or escalating the complaint to the Personal Data Protection Commission (PDPC) if they remain unsatisfied with our response.

#### **19. Information about Data Controller and Data Protection Officer:**

##### **Data Controller:**

[Organization Name]

[Address]

[Email]

[Phone]

##### **Data Protection Officer:**

[Name of DPO]

[Email]

[Phone]

#### **20. Changes to This Privacy Notice:**

We may update this Privacy Notice from time to time to reflect changes in our practices or legal requirements. Any updates will be published on our website or made available at our premises