

# A Guide to Safety and Security at Work

Learn how a visitor  
management system  
supports safety, security  
and compliance for your  
organization.



**swipedon**

# Let's get started



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# Introduction

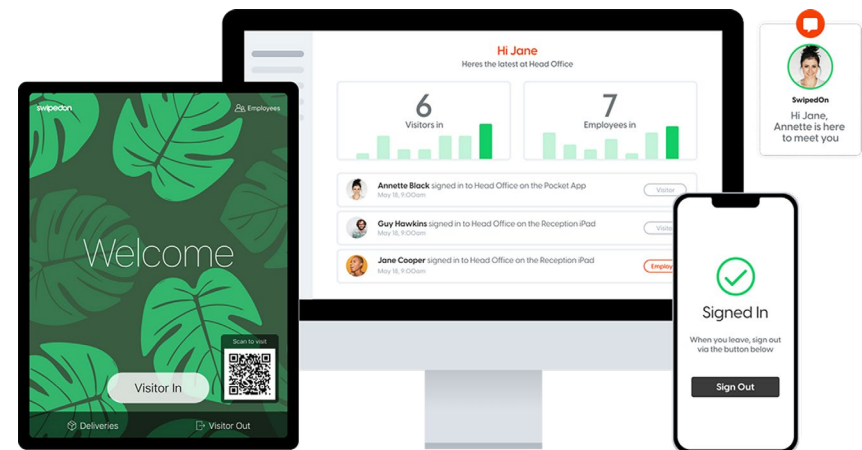
Having a secure and compliant workplace is essential for any organization, and having an effective visitor management and workplace sign in system can help ensure that there are adequate levels of safety, security, and compliance.

This software helps to provide a secure environment by **identifying visitors** and **tracking their movements**, while also **providing timely and accurate information** to personnel and visitors. It also enables organizations to comply with government regulations and industry standards.

By implementing a robust workplace sign in system, you can reduce the risk of accidents, thefts, and

other liabilities, while also protecting your visitors and employees.

With the right software, you can ensure that visitors are welcomed in a safe, secure and compliant way.





## Why you need more than just a paper record

### Visitor management related laws and how they impact your business.

At this point, you might be thinking: “Well, a visitor management system is a nice-to-have, but my paper visitors’ book does the job.”

While a physical paper visitor book could be the simplest way for you to keep track of who is coming and going across your premises, it definitely doesn’t meet the required standards for most countries in regards to safety, security and data privacy.

In fact, you could find you are actually in breach of certain laws and regulations.

While the policy specifics may vary slightly between regions, there are common denominators across workplace safety laws.

1. The need for businesses to ensure the safety of not just it’s employees, but also visitors to their premises.
2. The need for clear health and safety policies.
3. The need for visitors to understand and uphold these policies.

Workplace sign in software goes a long way in helping you comply with these regulations by:

- Keeping a digital record of signed documents such like NDA’s and inductions.
- Adding an extra layer of security with the ability to capture visitor photos.
- Collecting all visitor data gives you the ability to run detailed reports with the information.
- Sharing a video, image or document and asking questions to ensure visitors understand your processes, hazards and risks.

## Be audit ready with accurate digital records

### Access accurate records from a single database.

SwipedOn enables you to reduce human error and protect the personal information of your visitors & employees. As a global visitor management provider, working with well-known names — like XPO Logistics, Fujifilm and Mondetta Clothing — we are well-quipped to offer the support you need to comply with the following list of common compliance standards.

- ITAR
- C-TPAT
- CCPA
- FSMA
- GMP
- GDPR
- APA
- NZPA



### A deeper dive into GDPR:

One of the biggest misconceptions surrounding the GDPR is that it's only applicable to personal data collected online. This is incorrect.

As long as you're collecting personal information, you are covered by the GDPR (if you are within the scope that the law covers). If you're using a paper visitors' book, you are collecting the personal data of your visitors. Therefore, your paper visitors' book needs to be GDPR-compliant.

Shocked? That's okay. You're not alone. We're here to help you understand the provisions under the GDPR and how you could be violating the law with your current processes and provide a better alternative (SwipedOn... of course!).

**According to the GDPR, when collecting data, "consent should be given by a clear affirmative act establishing a freely given, specific, informed and unambiguous indication."**

There is a common misconception surrounding GDPR that explicit consent needs to be given from every visitor upon sign in. The law states that you don't need to get consent in every situation when personal data is collected for the legitimate interest of the data controller (as long as it's done without unjustified adverse effects on the individuals concerned).

A digital visitor management system gives you legitimate justifications for personal data collection namely:

- ✓ Physical security procedures
- ✓ Data security procedures
- ✓ Health and safety procedures

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**The highest priority for us was finding a system that could help us achieve CT-PAT Security compliance that was also simple for visitors and employees to use.**

**I would strongly recommend SwipedOn as a solution for visitor and employee management, agreements, compliance and other requirements they may have.**

- Mauro, Head of IT at Mondetta Clothing Inc

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# Let's look a little deeper into a few GDPR specifics

## Limited Data Collection

The GDPR stipulates: "Personal data must be adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed." Unless you're using a different visitors' book for every visitor category (visitors, contractors, cleaners etc), you're probably collecting the same information across the board, which could violate this provision in the GDPR.

With SwipedOn, you have the ability to create completely different visitor flows for different types of visitors. For example, you may wish to request your general visitors to provide details such as the

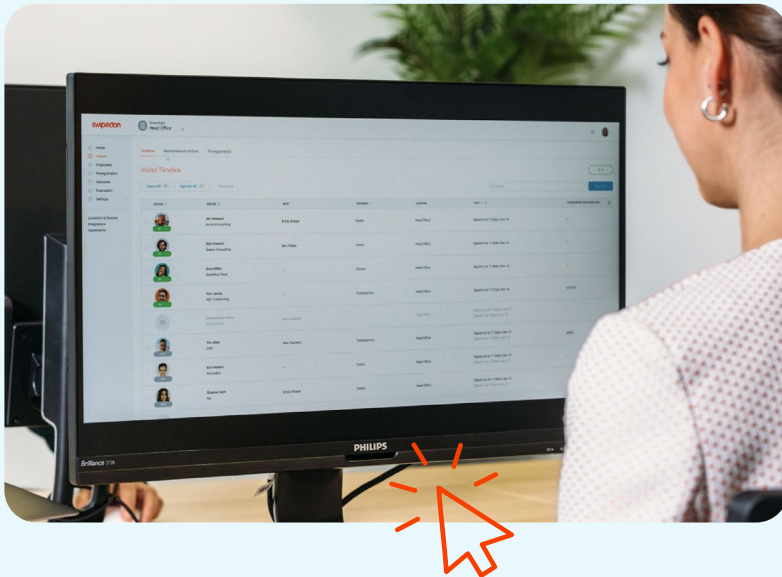
company they are visiting from or vehicle registration, but you don't need regular contractors to provide this information. Having the ability to create different visitor categories makes this easy, and you gain greater visibility and insights into your visitor activity.



## Storage limitation

The storage limitation principle of the GDPR states: “Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.”

Why isn't a paper visitors' book compliant? The common practice is to use a paper visitors' book until it runs out of pages. This could take a week, a month, or even a year, depending on the number of pages and the number of visitors to your office. This means that you could be storing your visitors' personal information for much longer than necessary.



## Right to be forgotten

According to the GDPR: “The data subject shall have the right to withdraw his or her consent at any time.” It further states: “The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay”.

It's almost impossible to comply with this GDPR requirement with a paper visitors' book. Tearing a page from the logbook or erasing their personal data entry won't cut it.

There's also the case of multi-tenant buildings. If you lease an office space in one of these complexes, the control you have over the logbook your visitors are asked to sign when entering the premises is limited. Plus, do you know what happens to the visitor books when they're full? Are they stored somewhere safe to protect the data? Probably not.

SwipedOn enables you to manually or automatically anonymize data after a certain period of time so you can rest assured you aren't storing personally identifiable information longer than you need to be. You can also easily locate and anonymize the data for a specific person if you are required to.



## Data security & recoverability

According to the GDPR: "Personal data should be processed in a manner that ensures appropriate security and confidentiality of the personal data, including for preventing unauthorised access to or use of personal data and the equipment used for the processing."

Paper logbooks can't be encrypted or password protected, and can be misplaced or stolen. In addition, the data protection act requires "the ability to restore

the availability and access to personal data in a timely manner in the event of a physical or technical incident."

If you have years worth of paper visitors books, imagine how hard it would be to find the information for a specific visitor. This is not an issue with a digital system where you can access records at touch of a button, and easily export and filter based on your requirements.

Helping you protect and securely store your data is our most important responsibility.



## Third-party certifications

Our SOC 2 and ISO 27001 certifications mean you can be confident that SwipedOn technology and processes are robust and follow internationally-recognized standards, measured and audited by third-party professionals to ensure we're following best practices.



## Product security

Our Cloud-based platform is engineered for redundancy and availability, allowing it to be used in offline mode. User accounts and passwords are securely managed by AWS Cognito.



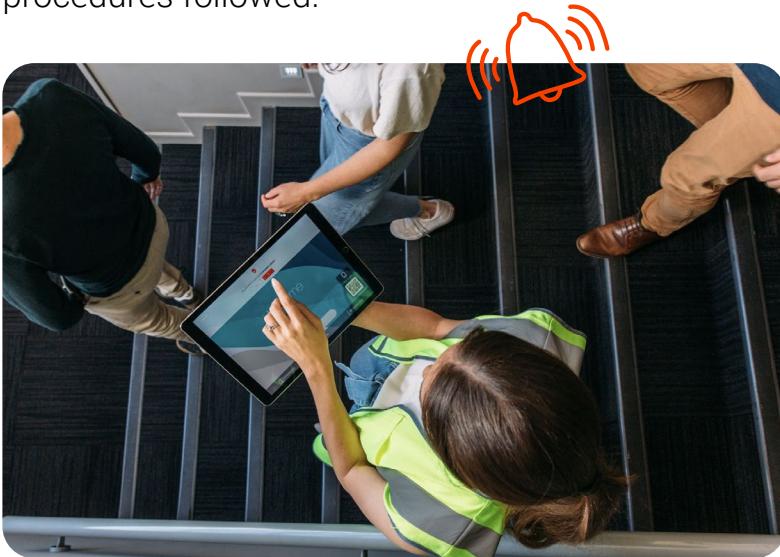
## Network security

As a Cloud service, we don't host any servers ourselves, this is outsourced to AWS. Our web application is only accessed via HTTPS, the framework of which is protected with SSL certification.

## Making workplaces safer for everyone

Operating a safe workplace is essential for any organization and **being prepared for an emergency is an important part of maintaining safety and security** on site.

Emergency evacuation procedures are critical to ensure that everyone is safely evacuated in an emergency situation. With an effective workplace sign in system, you can ensure that all visitors and personnel are accounted for and necessary procedures followed.



## Don't wait until it's too late, get a handle on health & safety requirements

In an emergency, knowing who is where is critical. Ensure everyone is accounted for with accurate information at your fingertips.

In the event of an evacuation, SwipedOn enables whoever is in charge of visitor and employee safety management to pick up the iPad or tablet and manage the evacuation efficiently.

### **SwipedOn becomes your portable roll call database and realtime record keeper during emergencies,**

at the designated evacuation assembly area, you can use the data stored in the cloud to account for everybody (visitors and employees) who was in your office at the time of the evacuation.

While a paper logbook could potentially serve the same purpose in terms of having a list of visitors for a roll call, it's nowhere near as foolproof or easy to use as a digital solution. Likewise, a paper visitors' book can easily get lost in the chaos during an emergency with no possibility to recover the data it contains.

**Upgrading your processes to a digital solution like SwipedOn has a number of benefits, especially when it comes to handling health and safety requirements.**

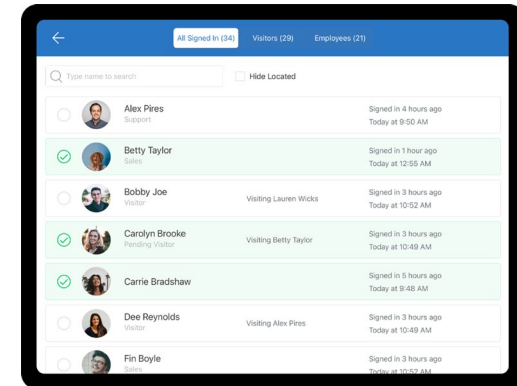
### **Easily identify everyone on your premises**

With SwipedOn, you can capture verification photos and print identification badges as part of the sign in flow for visitors and contractors, making them easy to recognize at a glance in an emergency.

### **Accurate information when you need it**

Managing visitor, contractor and employee sign in with SwipedOn gives you an accurate record of everyone's whereabouts when you need it most.

Our cloud-based technology means you can grab your iPad or tablet on the go, or log on to the SwipedOn web dashboard from your mobile device to easily conduct roll calls and mark people as safe. You can also access the host information and contact details for visitors in case you need to contact them.



### **Reduce paperwork and increase productivity**

A digital sign in system means front desk staff are freed up to take care of higher priority tasks, the sign in process for visitors and employees can be completely automated. Capture all the details you need and store them securely until you need them.

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**Since implementing SwipedOn, we can now ensure that all visitors are accounted for and have been evacuated safely during fire drills**

- XPO Logistics, United Kingdom

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# Got questions? We've got answers.

## **What is GDPR?**

GDPR stands for the General Data Protection Regulation, a regulation that sets out the rules for the collection, storage, and use of personal data. It applies to any organization that collects or uses personal data, regardless of where they are located.

## **What does GDPR require?**

The GDPR requires organizations to ensure the security and privacy of personal data, as well as to provide individuals with certain rights regarding their personal data. This includes the right to access, delete, and correct their personal data, as well as the right to be informed of how their data is used.

## **How can SwipedOn help me comply with GDPR?**

SwipedOn is designed with data security and privacy in mind. It allows you to collect only the required information that is necessary for the

purposes of the organization, as well as to store the data securely. It also allows you to easily manage and delete visitor data, in line with the GDPR's 'right to be forgotten'. Additionally, SwipedOn is certified with SOC2 and ISO 27001, meaning the technology and processes are robust and follow internationally-recognized standards.

## **How can SwipedOn help me with health and safety?**

In an emergency, SwipedOn can help by providing a quick and easy way to identify who is on-site. This information can be used to quickly assess the situation and take the necessary safety measures.

Additionally, SwipedOn can be used to ensure that only those with the appropriate authorization are able to enter the premises. This helps organizations maintain a safe and secure environment for everyone right to be informed of how their data is used.

If you'd like to hear more about how SwipedOn can help your business, book a demo and we can discuss your specific requirements.

Learn more at [www.swipedon.com](http://www.swipedon.com)



**Mia Campbell**

Mia is our Product Marketing Lead at SwipedOn

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