

# VISITOR INFORMATION RELATING TO NOVEL CORONAVIRUS (COVID-19)

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## **The health and safety of our people and our clients is Societe Generale's highest priority.**

To comply with public health best practices during the COVID-19 outbreak, we kindly ask you to refrain from entering Societe Generale offices if you:

- Have been diagnosed with COVID-19 in the last 14 days.
- Have had symptoms which began less than 14 days ago and have not received a negative test result.
- Travelled abroad, to or from a country requiring self-isolation upon return to the UK, in the last 14 days. For the latest UK government travel advice please refer to <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
- Have been in physical contact with anyone who has been diagnosed with COVID-19 or has travelled abroad, to or from a country requiring self-isolation upon return to the UK, in the last 14 days.
- Have a high temperature
- Have a new, continuous cough
- Have a loss of, or change to, your sense of smell or taste

Please notify your Societe Generale host or reception promptly if any of the above applies to you.

All Societe Generale's employees are also following this policy.

**Novel Coronavirus (COVID-19) Declaration Form**

To enable us to protect our clients and our staff alike, we ask you to provide your latest contact details should we need to urgently contact you with regards to any possible coronavirus outbreak. Please also answer the following questions and return this form to your host or Societe Generale reception, as appropriate.

Name:	Date:
Company name & address:	Host:
Email:	Telephone number:

Have you been in contact with any individual with a confirmed case of coronavirus (COVID-19) in the last 14 days?

Yes No 

Have you travelled or been in contact with anyone who has travelled to or from a country requiring self-isolation in the last 14 days?

Yes No 

By signing this form you confirm that the above information that you have provided is true and that you do not have a cough, fever (temperature) or shortness of breath (even if mild), a loss of, or change to, your sense of smell or taste.

Signed..... Date.....

**Thank you for your co-operation.**

**Data Protection** - Societe Generale takes privacy very seriously and processes personal data in accordance with its obligations as a data processor under the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. If you have any queries regarding Societe Generale's processing of your personal data, please email: [dpo-sglb.lon@sgcib.com](mailto:dpo-sglb.lon@sgcib.com)