

Immigration (Hotel Records) Order 1972
GUEST REGISTRATION FORM



Selwyn College Cambridge

In order to comply with the Immigration (Hotel Records) Order 1972 (and subsequent amendments), guests are required to provide us with the following information:

Arrival Date:		Departure Date:	
Title:	Surname:		
Forenames:		Nationality:	
Signature of Guest:			

If you **do not** hold a UK passport, please also complete the section below:

Passport Number:	
Place of Issue:	
Next Destination:	
Address at Next Destination (if known):	

If your passport is **not** available, another document (e.g. an Identity Card) may be used which shows **both your identity and nationality**:

Document Type:	
Document Details:	

General Data Protection Regulation 2018

These details will be kept for a period of 12 months and are available for inspection by any police officer or any person authorised by the Secretary of State. The holding and use of personal information is regulated by the General Data Protection Regulation 2018. For the purpose of the Regulation, Selwyn College is the Data Controller. For details of how the College handles and uses data collected about individuals please see: <http://www.sel.cam.ac.uk/wp-content/uploads/file/Policies/DPS%20-%20visitors%20%20guests.docx>

Revised February 2020



Selwyn College Cambridge

The Immigration (Hotel Records) Order 1972

Immigration (Hotel Records) Order 1972 ("the Order") requires the College to keep certain records of people who stay in College accommodation:

- Alumni
- Conference guests
- Summer School delegates
- All other guests

The Order does not apply to Admissions Candidates.

To comply with the Order, we need to collect all guests' full names and nationality. Home addresses or other details are not required.

For guests who are NOT British, Irish or Commonwealth citizens, the College needs to record:

- Passport number (or similar document showing nationality) and place of issue
- Details of the next destination before departure from the UK

The College is required to keep these details for 12 months and to have these records ready for inspection by a police officer or duly authorised person at all times.

Failure to comply with the Order, or the provision of false information is punishable by law.

A handwritten signature in cursive script that reads "Martin Pierce".

Martin Pierce
Bursar