We are participating in the NHS Test and Trace scheme, and are asking all visitors to sign in when they visit the premises. Any data you provide will be processed in line with our privacy notice, which you can find [insert details of where individuals can access privacy notice]

If you do not wish to participate in Test and Trace, you can opt out [insert details of how to opt out]. By opting out, we will not share your personal data with the Test and Trace contact tracing team. Full details of the NHS Test and Trace scheme can be found at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

**Date:**

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| **Member Name** | **Time in** | **Time out** |
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