

Queen's Accommodation

Undergraduate Guest Policy

Due to the Covid-19 pandemic and current Government guidelines for social distancing, it will not be possible to have guests to stay in Accommodation. If this causes a major inconvenience, please speak to a member of the Accommodation management team.

The aim of this policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure. The procedure for allowing / permitting guest stays will be applied fairly and consistently to all students. We recognise that students will have friends/guests to stay with them on occasions, however, for health and safety reasons we require you to advise us of the dates that your guest is staying so that people can be accounted for in the event of an emergency.

1. Terms of policy

- Undergraduate students are permitted to sign in a guest for a maximum of six guest nights per month. Guests cannot stay for more than two nights in seven consecutive days.
- International or GB students who may require guests to stay for a longer period must call in to reception in your building and speak to a member of staff.
- All guests **must be** 16 years or over but where an undergraduate student has a dependant under the age of 16 wishing to stay, please contact the nearest accommodation reception and speak to a member of staff.
- Students are permitted one guest at a time.
- The student resident is responsible for their guest at all times whilst in Queen's Accommodation and students living in accommodation designated as 'single sex', 'no alcohol' or 'quiet living' must ensure that their guest abides by the rules of the designated accommodation at all times.
- Guests will not be permitted in accommodation without the resident present. Guests separated from residents may be offered emergency accommodation (subject to availability), for which the guest or resident will be charged. The resident may also lose guest privileges.

2. Procedure

- To book a guest stay, log in to your online accommodation account and complete the online guest form and submit by 10pm on the day of the guest visit (*Paper forms are available upon request from Reception*).
- Guests must come to reception when they arrive to present photographic identification and sign the guest log sheet.
- All guests **must** produce photographic identification. Guests who cannot produce photographic ID will not be able to stay.
- If a guest has a disability or any temporary condition that may affect their evacuation, for example, a leg injury, please inform a member of staff at reception and complete the relevant section in the Application for Guest Stay at Queen's Accommodation.
- If a guest requires car parking (Elms BT9 only) a parking permit must be obtained from reception. Restrictions apply – please see reception staff for details.
- Guests must sign out on the guest log at reception on departure. Information on this form will be deleted seven days after the date of departure.
- There are certain times when guest stays are restricted or not permitted i.e. Halloween & St Patrick's Day – all dates will be communicated to students in advance by email and weekly ezine.
- If for any reason a guest causes a disturbance, the safety team or any other member of staff has

the authority to ask them to leave the premises immediately.

- Anti-social behaviour or damage to property caused by a guest is the student's responsibility and could result in disciplinary action.
- A small number of guest mattresses are available for guests (subject to availability) and needs to be booked in advance of the stay. Please contact reception 8am-6pm to reserve a mattress and the mattress will be delivered to the room on the day of arrival. Bed linen is available at an additional cost of £6.30

3. Data Protection Statement

- Queen's University Belfast's Accommodation Services collects, holds and processes personal information or "data" relating to its service users. We need to do this in order for the University to carry out its functions and manage its operations.
- Under the Data Protection Act 2018 and EU General Data Protection Regulation, the University is obligated to protect and ensure confidentiality of the personal and sensitive data we hold about you. One of our responsibilities is to tell you about the different ways we collect and use your personal data. Our Student Privacy Notice tells you about these uses, please ensure you read the notice fully, which can be found at www.qub.ac.uk/privacynotice
- The Data Controller is the Queen's University of Belfast. Our Registration Number in the Data Protection Public Register is Z6833827. All data is held and processed by the University in accordance with the General Data Protection Regulation and Data Protection Act 2018. Personal data is never sold to a third party. For more information in relation to processing or data sharing by the University, please email info.compliance@qub.ac.uk

4. Monitoring and Review

- An annual accommodation mid-year survey via Survey Monkey will allow the Accommodation Team to gain feedback on the Guest Policy and monitor its effectiveness. We also encourage students to provide feedback (both compliments and complaints) throughout the year through a dedicated email address accommodationfeedback@qub.ac.uk and this would allow us to monitor the effect of the policy.

5. Section 75 Statement

- This policy has been screened out with mitigation as per Equality Commission's guidance on screening with no adverse impact with regard to equality of opportunity and/or good relations for people within the equality and good relations categories.

