

Privacy policy

Visitors to our offices

If you are a visitor to one of our offices, this section will be relevant to you and sets out our uses of your personal information.

What personal information will we collect?

- > General information when you arrive at our office, such as your name, contact details (telephone numbers and email addresses) and company name
- > Other information we may receive during the course of your visit
- > CCTV images from the cameras located in our offices.

What special category/sensitive personal information will we collect?

- > Health data including information pertinent to your visit, for example wheelchair use, and information required in connection with pandemics and/or health and safety controls.

How will we collect your personal information?

We will collect the information directly from you or from the person you are visiting in advance of your visit.

What will we use your personal information for?

As outlined in [section 3](#), the 'legal grounds' we will rely on when we process your 'personal information' and/or 'special category/sensitive personal information' are as follows:

Purpose for processing	Legal grounds for using your personal information	Legal grounds for using your special category/sensitive personal information, as applicable to the circumstances.
To ensure the security of our building, for the prevention of crime and terrorism	> Legitimate interests	> Consent. > Vital interests
To ensure compliance with our emergency and health and safety procedures.	> Legitimate interests	> Consent. > Vital interests

Who will we share your personal information with?

We will keep your personal information confidential and we will only share it where necessary for the purposes set out above.