

Data about visitors to our office.

	What we collect	Source	Purpose	Legal basis	Recipients
Visitors meeting rooms and functions	<p>Images via CCTV</p> <p>Entrance/exit dates/times</p> <p>Dietary preferences</p>	<p>Our CCTV system</p> <p>Individual or others acting on their behalf</p>	<p>Security and prevention of crime</p> <p>For use where catering is arranged</p>	<p>Our legitimate interest in maintaining a safe environment and in preventing and detecting crime</p> <p>Vital interests of the individual concerned</p>	<p>Building management and law enforcement authorities</p> <p>External caterers</p>
Contractors and other visitors to our office working floors	<p>Images via CCTV</p> <p>Entrance/exit dates/times</p> <p>Movement within the building via security card system</p>	<p>The individual or their employer or agent.</p> <p>Our CCTV and door access control system</p>	<p>Security and prevention of crime</p> <p>Confirming attendance/location of the individual for determining contract performance and financial measurement</p>	<p>Our legitimate interest in maintaining a safe environment and in preventing and detecting crime, and in ensuring and measuring performance of contract obligations by suppliers</p>	<p>Building management and law enforcement authorities</p> <p>The individual's employer or agent</p>