

**Schedule 9**  
**Data about visitors to our office.**

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