

Schedule 9
Data about visitors to our office.

	What we collect	Source	Purpose	Legal basis	Recipients
Visitors meeting rooms and functions	Images via CCTV	Our CCTV system	Security and prevention of crime	Our legitimate interest in maintaining a safe environment and in preventing and detecting crime	Building management and law enforcement authorities
	Entrance/exit dates/times Dietary preferences	Individual or others acting on their behalf	For use where catering is arranged	Vital interests of the individual concerned	External caterers
Contractors and other visitors to our office working floors	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