

VISITORS TO OUR OFFICES

We may collect the following categories of personal data, as applicable.

Types of data	Sources
Identity Data First name, last name, company name (if applicable).	The organisation for which you work. Directly from you. Other professional advisors. Other parties involved in a client matter.
CCTV images	Our CCTV cameras in our offices.
Preferences and Requirements Your dietary preferences, including where this is for religious or health reasons, disability data required for access or comfort purposes.	The organisation for which you work. Directly from you.
Other Information Information we receive during the course of your visit.	The organisation for which you work. Directly from you.

How do we use your personal data and on what lawful bases?

We do not process 'special category' data as a matter of course, but where your data may involve special category data we have included our lawful grounds for processing it.

Purpose	Type of data	Lawful basis for processing	Who we share it with
To ensure the security of our building, for the prevention of crime and terrorism.	(a) Identity. (b) CCTV images. (c) Other.	Necessary for our legitimate interests to keep our partners and staff and our business safe and to protect them from crime. Special category data: Your explicit consent. To protect your (or someone else's) vital interests.	Security service providers. Law enforcement authorities.
To ensure compliance with our emergency and health and safety procedures.	(a) Identity. (b) CCTV images. (c) Other information.	Necessary for our legitimate interest to keep our partners and staff, contractors and visitors safe. To comply with our legal obligations.	Security service providers. Emergency services.

		Special category data: Your explicit consent. To protect your (or someone else's) vital interests.	
To provide you with suitable refreshment.	(a) Identity. (b) Preferences and Requirements.	Necessary for our legitimate interest to develop our business relationships with clients and business contacts. Necessary for our legitimate interest to keep our partners and staff, contractors and visitors safe. Special category data: Your explicit consent. To protect your (or someone else's) vital interests.	Catering service providers.
To confirm your attendance or location to assess contract performance.	(a) Identity. (b) CCTV images. (c) Other.	Necessary for our legitimate interests to determine the performance of our suppliers and to enforce the terms of our contracts. Special category data: Your explicit consent. To protect your (or someone else's) vital interests.	Security service providers.
To enable us to operate effective office facilities, including ensuring adequate security measures are in place.	(a) Identity. (b) Contact. (c) Employment. (d) Other.	Necessary for our legitimate interests to conduct a legal business by ensuring that our offices have effective administrative and security facilities in place.	Service providers employed in connection with office facilities, including security providers and postal service providers.