

Fair Processing Notice: Visitors

Introduction

At Officio UK Ltd, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you are one of our suppliers.

Our head office address is:
Pacific House Relay Point,
Wilnecote,
Tamworth,
Staffordshire,
B77 5PA

The person with responsibility for data protection is Liz Yorke and she can be contacted at mydata@askofficio.com

What personal data do we collect about you? How will we use that personal data?

When you visit our premises, we will ask you to sign in to our visitors' book. We ask for your full name, vehicle registration number and who you are visiting. This data is recorded only in the visitors' book and not on any other system.

We will pass this data to a public authority representative if required, such as the fire service in the event of a fire, or police in the event of a security incident.

Whilst you are on our premises, you may want to give a member of our team further personal data, such as your email address or phone number. For example, you may be a prospective client and want to follow up on the meeting. At this point we would cease to treat you as a visitor for the purposes of data privacy.

We treat different people's data differently, depending on who they are. Each group has a different Fair Processing Notices so if you would like information on how we classify different people please contact mydata@askofficio.com. We will also be able to provide you a copy of the relevant FPN.

If you share medical data with us, which is classified under GDPR as "Special Category" (eg you may be a wheelchair user requiring a ground floor meeting room) then we will take the information from you verbally and will not record it without your explicit consent. For further information please email our secure email address: mydata@askofficio.com

Your image is your personal data, so we want you to know that Officio operates CCTV for the safety of our employees, visitors and property. This is recorded on a local server and only our reception team, management team and external security supplier have access. The data is deleted automatically after three months.

What is our legal basis for processing your personal data?

We need a legal basis in order to process your personal data. Most of our processing is done because we have a legitimate interest in doing so.

We will process the following personal data because you have consented for us to do so: we process your health data with your consent if you make us aware of something when discussing special requirements.

We will process the following personal data because we believe that we have a legitimate interest in doing so:

- your personal data provided when you sign in to one of our buildings. Our legitimate interest is regarding the security of our staff, our premises and our visitors.

- your image, recorded on our CCTV system.

You have the right to object to our processing your data using legitimate interest. Please speak to us if you have any concerns.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We do not share your data with any third parties (other than Police/Fire Services when requested) with the exception of your image, which our security supplier has access to through our CCTV system.

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

How long do we keep your personal data for?

We will hold your data for as long as the visitors' book is being used, but not longer than two years.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

- the right to request from us access to your personal data;
- the right to request from us rectification of your personal data;
- the right to request from us erasure of your personal data;
- the right to request from us restriction of processing your personal data;
- the right to object to our processing of your personal data;
- the right of data portability;
- if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
- You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.