

Fair Processing Notice for General Public

At Initium DBC, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you visit us.

Our contact details

Our office is at Central Point, 45 Beech Street, London, EC2Y 8AD

0800 917 4444

enquiries@andoffices.com

Our Data Protection Officer is Kristy Gouldsmith and she can be contacted at DPO@beoffices.com

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

When you visit us, we will collect and your name, phone and email in our visitor book. We use your name so that we know who is in the building for fire safety purposes. We collect your phone and email address in case we need to contact you.

The business uses CCTV in a variety of locations including the car park, reception and on all sites. We have CCTV for crime prevention and to protect our staff, customers and visitors. We will be processing your image when you are captured on CCTV.

What is our legal basis for processing your personal data? How long do we hold your personal data?

We need a legal basis in order to process your personal data.

- we process your name in our visitor book under our legal obligations for fire safety
- we process your phone and email as it is a legitimate interest of a business to be able to contact those persons who visited us
- we will process your image in CCTV footage. We have a legitimate interest in preventing crime and in the safety and security of our staff, customers, visitors and our sites.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share your personal data with the following recipients:

- our software providers
- cloud service providers

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 hold your personal data in our visitor book until the book is complete, when it will be destroyed. Our CCTV footage overwrites itself every 28 days and your image will be deleted then, if we no longer require it.

Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have any questions or concerns, please email DPO@beoffices.com as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.