

Privacy Policy

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Information you give us.

You may give us information about you by filling in forms on our Visitor Management system or by conversing with our staff face to face, phone, e-mail or otherwise. This includes information you provide when you register to visit our premises. The information you give us may include your name, company name, address, e-mail address and phone number, vehicle details, personal description, photograph, and other data related to you visiting our premises.

Information you give to us. We will use this information:

- to carry out our obligations under the Health and Safety at Work Act 1974.
- to ensure that our property, both physical and intellectual is kept secure.
- to notify you about changes to any pre-arranged visits.

Disclosure of your information

- We may share your personal information with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.
- We may share your information with selected third parties including:
- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of entry to our premises and other agreements; or to protect the rights, property, or safety of our organisation, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud detection, child protection, crime detection and any law enforcement agencies.

Where we store your personal data

- The data that we collect from you will be stored within the European Economic Area ("EEA"). By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.
- All information you provide to us is stored on secure servers and is encrypted using SSL technology.
- Unfortunately, the transmission of information via the internet, even SSL is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.