

## Visitors

Please note, this is *not* a stand-alone document. To understand this Privacy Notice, and how we use your personal data when you interact with us, this document should be read alongside CEI's full Privacy Policy here: <https://www.ceiglobal.org/privacy-policy>

### 1. How personal information is obtained

Office visitor information will be collected via email from yourself or the individual that has arranged your visit on your behalf or via a third party which we will pass on to building management so they can communicate your arrival to us. Your personal information will also be collected from you when you add your details to a building management visitors book.

If you are visiting the CEI offices to attend an event you may be asked to write your personal information on a name badge/sticker and you may be filmed, should we be recording the event as part of our Communications work (see the Communications section above).

### 2. Types of personal information obtained

To accommodate your visit to our offices we will process the following categories of personal data:

- Name(s), Email Address, Phone number
- Job Title, occupation, place of work, employer
- Information that may aid accessibility needs including any relevant special categories of information ("Health Data")
- Reason for visiting
- Information recorded in interviews we may have with you
- Time of entry and exit, and duration of visit
- Recorded footage of you (where we are video recording a live event)
- CCTV footage of you

### 3. Why we collect your information and what we use it for

When you visit the CEI offices we will use your personal information to register you at the reception of our building who will log entry and exit times as part of building security measures.

You may be asked to write your name and further details into a visitors' book by building entrance staff and you will be captured on CCTV cameras during your visit which is also for security and monitoring purposes.

Your personal information will be limited to those who you would expect to know of your visit and where you voluntarily interact with other employees of CEI whom you meet, or other event attendees.

Your personal information will also be stored in an electronic calendar application and used as a lookup to understand arrival and departure times and to identify when you last visited.

Should you be visiting for an event at our offices we may produce name badges for ease of identification by ourselves and others in attendance, and we may make a video recording (filming) of the event where you may be in the background. We may ask you to be in the foreground of a video recording of an event i.e. conduct an ad hoc interview with you or record you asking a question to a panel member.

You are under no obligation to be in the foreground of any filming we do at an event, and we will inform you of recording taking place so you are able to move to a location where you do not appear in the background of any filming should you not wish.

Please do let us know either before, during or after a filmed event if you no longer wish to be recognised within a recording and we shall endeavour to remove or obscure the image so you would not be identifiable on any recordings we have made.

#### **4. Lawful Basis for Processing**

We process the personal information of visitors to our offices based on the legitimate interest of the data controller (CEI).

#### **5. How Long we store your personal information**

We will only keep personal information for as long as it is needed to fulfil the purpose for which it was collected. Your personal information shall be retained within digital email calendars and subject to archiving processes conducted on an ad hoc basis. Name badges will be destroyed when you leave the premises. ID that is requested to be shown at the building front desk is for verification purposes only and we don't record this information.

Closed-circuit television (CCTV) operates inside and outside the building for security purposes. The information is viewed by the building security company on a live feed and may be recorded at the discretion of the provision of security services supplied by the building we occupy.

When we provide you Wi-Fi on site for the use of visitors. We'll provide you with the login details. We record the device address and will automatically allocate you an IP address whilst on site. We also log traffic information in the form of sites visited, duration and date sent/received. This information is retained for a reasonable period of time to monitor the security of Wi-Fi use when onsite.

We sometimes record audio and video of training sessions delivered by external training providers. We don't do this without the prior agreement of the training provider and no recordings are shared outside of the CEI. Training recordings will be deleted when they are of no subsequent use to CEI and its staff.