

WELCOME TO COSWORTH

WHY WE COLLECT PERSONAL DATA

As a visitor to our office it is necessary to collect some information about you or personal data. This notice sets out the information we collect, its purpose and our legal basis for processing that data. If you have any questions about how we process your data or if you wish to exercise any of your rights in relation to your data, please do contact [HR][our Data Protection Officer at dpoaas@grcilaw.com]

We will collect and store personal data and information about your visit for administration purposes, to manage your visit and for the security of our offices.

THE PERSONAL DATA WE COLLECT

For all visitor to our office we maintain a visitors register, for this register we will collect and keep your personal data such as your name, company name and address, telephone number. This information is collected for health and safety and security purposes.

In addition we will collect your image by way of photographic identification as we may require a photograph to issue you with a security card for the period you are on site. Additionally, we operate CCTV at our sites for the purposes of crime prevention, security and health and safety which will capture the image of all our visitors.

COVID 19

In light of current coronavirus concerns we will be following government-issued guidance on contact tracing. This includes collecting and sharing relevant visitor data in order to comply with government contact tracing schemes such as Test and Trace.

To do this we are required to collect the following data from you when you visit our offices:

- your name;
- the company you represent;
- your contact phone number;
- the person you are visiting including ;
- the date of your planned visit;
- information regarding covid status;
- information regarding covid testing data;
- whether you have been in contact with a close contact with a confirmed case of covid;
- whether you are exhibiting symptoms of covid;
- details of recent travel including the country from which you departed and the dates of that departure; and
- confirmation of satisfying relevant quarantine requirements.

THE LEGAL BASIS FOR USING YOUR DATA

We process data collected pursuant to this Notice on the basis of legitimate interests, this includes (but is not limited to):

- to ensure our office is a safe and secure environment; and
- in order to maintain details of our visitor that we can contact them in the event of an emergency.

We also process data collected in accordance with this notice on the basis of our legal obligations to ensure where required in accordance with health and safety legislation, current covid regulations or where we are required to retain personal data.

In relation to data collected for the purpose of contact tracing we will process this data on the basis of its legitimate interests and includes our compliance with the government tracing schemes and for the purpose of health and safety in our office.

SHARING YOUR DATA

We may share your data with other group companies and with the third party service companies who provide our IT and administration networks.

Contact tracing data will be shared only with legitimate public health authorities (such as the NHS and or the UKs Department of Health) as may be required for tracing purposes.

RETAINING YOUR DATA

We will retain your personal data for as long as necessary and in line with our retention policy. Save for data in relation to contact tracing this data will be retained for a maximum of 21 days.

YOUR RIGHTS

You have a number of rights which you can exercise at any time namely including:

- access the data we process about you;
- withdraw consent where that is the legal basis of our processing;
- rectify inaccuracies in personal data that we hold about you;
- seek the removal of some personal data we hold about you;
- restrict the processing in certain ways;
- object to certain processing of your personal data by us.

If you have any concerns or complaints about our handling of your data, we would welcome the opportunity to hear from you.

IF YOU CHOOSE NOT TO PROVIDE YOUR DATA

Unfortunately, we may be unable to allow you access our office.