MILLS & CO SOLICITORS LIMITED – PRIVACY NOTICE - VISITORS TO OUR OFFICES

We may collect the following categories of personal data, as applicable.

Types of data	**Sources**
Identity First name, last name, company name (if applicable).	The organisation for which you work. Directly from you. Other professional advisErs. Other parties involved in a client matter.
CCTV images	Our CCTV cameras in our offices.
Health Data Your declaration in relation to COVID-19 symptoms	Directly from you.
Preferences and requirements Your dietary preferences, including 'special category' personal data where this is for religious or health reasons, or disability data required for access or comfort purposes.	The organisation for which you work. Directly from you.
Other Information we receive during the course of your visit.	The organisation for which you work. Directly from you.

How do we use your personal data and on what lawful bases?

We do not process 'special category' personal data as a matter of course, but where your data may involve special category personal data we have included our lawful grounds for processing it.

Purpose	**Type of data**	**Lawful basis for processing**	**Who we share it with**
To ensure the security of our building, for the prevention of crime and terrorism.	(a) Identity. (b) CCTV images. (c) Other.	Necessary for our legitimate interests to keep our staff and our business safe and to protect them from crime. **Special category personal data:** Your explicit consent. To protect your (or someone else's) vital interests.	Security service providers. Law enforcement authorities.

To ensure compliance with our emergency and health and safety procedures.	(a) Identity. (b) CCTV images. (c) Other.	Necessary for our legitimate interest to keep our staff, contractors and visitors safe. To comply with our legal obligations. **Special category personal data:** Your explicit consent. To protect your (or someone else's) vital interests.	Security service providers. Emergency services.
To ensure wellbeing of our staff and visitors during the COVID-19 pandemic.	(a) Your declaration in relation to COVID-19 symptoms (b) Your temperature	Necessary for our legitimate interest to keep our staff, contractors and visitors safe. To comply with our legal obligations. Special category personal data: Processing is necessary for the purposes of carrying out the obligations and exercising our or your specific rights in the field of employment and social security and social protection law; Processing is necessary for reasons of substantial public interest	Public health bodies if required by applicable law.
To provide you with suitable refreshment.	(a) Identity. (b) Preferences and Requirements.	Necessary for our legitimate interest to develop our business relationships with clients and business contacts. Necessary for our legitimate interest to keep staff, contractors and visitors safe.	Catering service providers.

		Special category personal data: Your explicit consent. To protect your (or someone else's) vital interests.	
To confirm your attendance or location to assess contract performance.	(a) Identity. (b) CCTV images. (c) Other.	Necessary for our legitimate interests to determine the performance of our suppliers and to enforce the terms of our contracts. **Special category personal data:** Your explicit consent. To protect your (or someone else's) vital interests.	Security service providers.
To enable us to operate effective office facilities, including ensuring adequate security measures are in place.	(a) Identity. (b) Other.	Necessary for our legitimate interests to conduct a legal business by ensuring that our offices have effective administrative and security facilities in place.	Service providers employed in connection with office facilities, including security providers and postal service providers.
To update our records, to process for audit and insurance purposes, and to administer claims on our own behalf.	(a) Identity. (b) Preferences and requirements. (c) CCTV images (d) Other.	Necessary for our legitimate interests to conduct a business which provides legal advice to our clients and to handle cases on behalf of our clients or on our own behalf. **Special category personal data/criminal records data:** (a) Necessary for the purpose of or in connection with legal proceedings, legal advice. (b) Establishing/exercising or defending legal claims. (c) Necessary for the substantial public interest of exercising a right or complying with an obligation arising in connection with an insurance contract.	The organisation for which you work. Our professional advisors. Government bodies (such as HMRC), Regulators, Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter. UK regulatory and law enforcement bodies, where required of us under UK law or regulation (for example to the Solicitors Regulation Authority or the National Crime Agency).

25-01-2021