Visitor Privacy Notice.

This privacy notice will help you when you visit any of the UK&I OCS offices and properties ("Property") to understand what personal data we collect about you, how we use your personal data, and what rights you have.

This notice applies to individual persons who are external to OCS. This notice does not form part of any contract.

This notice informs visitors who attend our property on an ad-hoc basis or as part of a more long term agreement. The data we collect includes name, organisation, vehicle number plate and contact details eg telephone number.

The data controller is OCS Group UK&I Ltd. The Data Protection Officer for OCS can be contacted at dataprotection@ocs.com

1. The purpose of processing your data

OCS processes your personal data for the purposes of site security and visitor safety.

2. The lawful basis for processing your data

The legal basis for processing your data under Article 6 of the GDPR is legal obligation.

3. Your rights

You have the following rights regarding your personal data:

- you have the right to request access to your data
- you have the right to correct your data if it is incorrect
- you have the right to request the erasure of your data
- you have the right to object to your data being processed

If you wish to exercise any of these rights, please contact the Data Protection Officer above.

4. Data Transfers

Your personal data will not be shared with any other organisation.

5. How long we keep your personal data

Your personal data will be retained for up to 60 days after your visit.

6. The use of automated decision making

Your personal data is not used in connection with any automated decision making or profiling.

7. Change of purpose

We will only process your personal data for the purpose for which we collected it.

8. Further information

If you have any questions about the use of your information please contact the Data Protection Officer listed above.

Policy Name	Privacy Notice for Visitors
Policy Owner	Data Protection Officer
Version	3.0
Date	23rd January 2024

TRUE. Values**.**