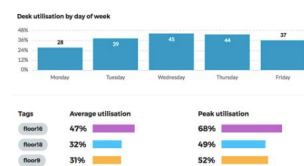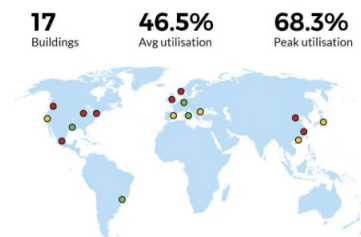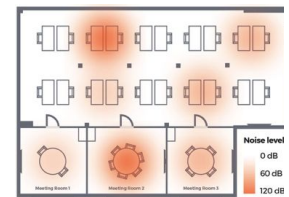| Questions	Answers
What are sensors?	The sensors are small devices installed under desks, over doorways or on ceilings.
	They are an efficient way to help us analyse how office spaces are used in order to effectively plan and maximise workspaces, such as encouraging work from home during peak hours to showing availability of desk or meeting rooms.
What data does the sensor capture?	All data is anonymous and not personally identifiable. The sensors do not collect personal information such as individuals, age or demographics i.e. they do not identify a person or their health information.
	It detects heat and motion to indicate whether a particular space is being used. The data provides an overview of people count and office space occupancy over a period of time.
How will the data be used?	The data is encrypted and transmitted to a secure cloud portal and only accessible by the Facilities and Real Estate operations teams.
	The data will give us an overview of how desk and workspaces are used in order to maximise occupancy: • Recognise patterns of peak and low utilisation • Quickly identify underutilised desks • Allocate desk space for new joiners • Inform design architecture for future planning • Understand how environmental factors such as heat, brightness and air quality can impact productivity • Reduce costs and improve workspace practices
	The data is not passed to third parties or used for marketing purposes.
How does this benefit me?	Understanding how workplaces are used will give us greater visibility on what can be done to improve working practices and quality of the design.
	Questions answered will be, is there enough meeting and collaborative spaces as well as desks. The data will inform future workplace planning investments.

Can I access or view the data that's captured?

No. Only the designated Facilities Team who are granted access can view the data. For more information please contact your local Facilities or HR Team.

Are the sensors connected to every desk/building?

Yes, the sensors will be installed across all sites/floors /desks.

Will this affect my job?

No. The sensors are placed in discrete places so you won't notice they are there. They don't monitor performance, time keeping, health information or identify a person. The sensors are installed to help us improve the use of workspaces and understand how we can make it more comfortable and efficient for staff.

They operate on a separate network from the business which means there are no IT interferences or to your day to day job.

How secure is the data?

Data captured from the sensors are encrypted and comply with the European Data Protection Regulations.

The analytics portal is hosted on Amazon Web Service (AWS) and is highly secure and certified within Europe.

Where is the data stored?

Data captured from the sensors are stored on an analytics platform in the cloud. We (employer) own this data which can be deleted whenever it is no longer needed.

Why have they been installed?

By using technology and data, we can make better decisions on how to maximise workspace utilisation and improve the design of the office space to accommodate to boost productivity.

What type of batteries are used?

The batteries are normal lithium

Are sensors safe?

Yes all sensors are certified CE which is conformant with European health, safety and environmental protection standards for products sold in the EEA.
The sensors detect motion to indicate whether a particular space is being used. They don't monitor performance, time keeping, health information or identify a person.
The sensors are installed to help us improve the use of workspaces and understand how we can make it more comfortable and efficient for staff.