

“VISITOR PRIVACY NOTICE PURSUANT TO ARTICLE 13 GDPR”

1. Data Controller

Company	Austria Druckguss GmbH & Co KG
Adress	Industriestraße 34, 8200 Gleisdorf
E-Mail	info@austriadruckguss.com
Validity Period	unlimited
Revision Interval	3 years old or as needed
Confidentiality Level	public

Gender Disclaimer

To make the text easier to read, this guide avoids the use of explicitly gender-specific language. For the sake of simplicity, the (usually shorter) masculine form has been used to represent both genders, so that these formulations should be understood as gender-neutral.

2. Purpose of Data Processing

During your visit, we process personal data for the following purposes:

- Managing and documenting access to our premises.
- Ensuring the safety and security of our employees, visitors, and company assets.
- Protecting confidential information, trade secrets, and other sensitive business information.
- Controlling access to security-relevant areas.
- Maintaining records of persons present on our premises when required for security or compliance purposes.

3. Categories of Personal Data Processed

We process only the personal data necessary for visitor management, including:

- First and last name
- Company name (where applicable)
- Name of the host/contact person
- Date and time of entry and departure

Where required, we may also record whether a Non-Disclosure Agreement (NDA) has been signed.

4. Legal Basis for Processing

The processing of your personal data is based on Article 6(1)(f) GDPR.

Our legitimate interests include exercising our property rights, controlling access to our premises, protecting our employees, company assets, confidential information, and trade secrets, as well as maintaining an appropriate level of information security.

5. Recipients of the Data

Your personal data will only be accessible to employees responsible for reception, visitor management, access control, or corporate security.

Your personal data will only be disclosed to third parties where required by law or where necessary for the establishment, exercise, or defense of legal claims.

6. Retention Period

Visitor records will generally be retained for **three (3) months** and will then be securely destroyed unless statutory retention obligations or overriding legitimate interests require a longer retention period.

7. Your rights

Under the GDPR, you have the right to:

- Access your personal data;
- Request rectification of inaccurate personal data;
- Request erasure of your personal data;
- Request restriction of processing;
- Request data portability, where applicable;
- Object to processing based on legitimate interests.

8. Provision of Personal Data

Providing the above-mentioned personal data is necessary to grant access to our premises. If the required information is not provided, access may be denied.