



Privacy Policy

Privacy Policy for the Visitor Application

1. Introduction

This Privacy Policy describes how **Minebea AccessSolutions** (hereinafter referred to as “Company,” “we,” “us,” or “our”) collects, processes, and protects the personal data of visitors to our facilities. By using our visitor registration application, you acknowledge and accept the terms outlined in this policy.

2. Data Controller

The data controller responsible for processing your personal data is:

Minebea AccessSolutions Kft

Address: Kisbér, Batthyány puszta iparterület 2, 2870

Contact: (06 34) 552 520

3. Data Collected

When you visit our facility, we collect the following personal data for security and administrative purposes:

- **Identification Information:** Name, company, email, phone number
- **Visit Details:** Date and time of arrival/departure, purpose of visit, contact person
- **Logistics Requests:** Meeting room, accommodation, taxi, lunch requirements
- **Security Data:** RFID tag, security name, actual arrival, and checkout time
- **Registration Data:** Registered by whom and when
- **Additional Information:** Remarks, welcome display preferences

4. Purpose of Data Processing

The personal data collected is used for:

- Security and access control
- Visitor management and check-in/check-out procedures
- Ensuring the safety of employees, visitors, and company assets
- Compliance with internal security policies and legal obligations



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- Providing requested services (e.g., meeting rooms, accommodation, taxis, lunch)

5. Legal Basis for Processing

We process your data based on:

- **Legitimate interest:** Ensuring security and access management at our facilities
- **Legal obligation:** Compliance with workplace safety and security regulations
- **Consent:** When applicable, for optional services such as accommodation, taxi, or lunch arrangements

6. Data Retention

We store visitor records for a limited period necessary to fulfill the stated purposes:

- Security and access records: 2 years
- Logistics requests (e.g., accommodation, lunch, taxi): 2 years
- Audit logs for compliance and legal obligations: 2 years

After this period, data is securely deleted or anonymized.

7. Data Security

We implement appropriate technical and organizational measures to protect personal data from unauthorized access, loss, or misuse, including:

- Secure database storage
- Access control mechanisms
- Encryption and regular security audits

8. Data Sharing and Third Parties

Your data is only shared when necessary and in accordance with legal requirements:

- **Internal departments:** Security personnel, administrative staff, relevant contact persons
- **Third-party service providers:** When logistics services (e.g., taxis, accommodation) are requested
- **Authorities:** If required by law for security or compliance reasons



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9. Your Rights

As a data subject, you have the following rights under applicable data protection laws (e.g., **GDPR**):

- **Right to access:** Request a copy of your personal data
- **Right to rectification:** Request correction of inaccurate data
- **Right to erasure (“right to be forgotten”):** Request deletion of your data under specific conditions
- **Right to restriction of processing:** Limit the use of your data
- **Right to object:** Object to processing based on legitimate interest
- **Right to data portability:** Request data in a structured, machine-readable format
- **Right to lodge a complaint:** File a complaint with the data protection authority

To exercise your rights, please contact **peter.bancso@minebeamitsumi.eu**

10. Changes to This Privacy Policy

We may update this policy from time to time to comply with legal or operational changes. The latest version will always be available on our website or at our reception.

11. Contact Information

For any questions regarding this policy or your personal data, contact:

Peter Bancso - Business Application Analyst

Email: peter.bancso@minebeamitsumi.eu

Address: [Kisbér, Batthyány puszta iparterület 2, 2870](#)