

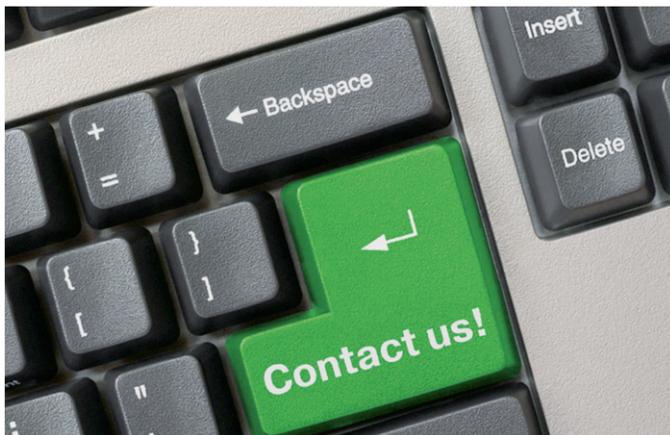
Conclusion

Develop regulations as to dealing with visitors and external personnel that is tailored to your company's needs. The success of such a visitor management depends on the security awareness of each and everyone.

Only sensitised staff members are able to accept and support corresponding regulations and fill them with life in line with the company's security architecture.

Designate responsible persons who in cases of irregularities or violations will be available and in a position to initiate appropriate measures.

Do not hesitate to contact us and make an appointment for confidential awareness talks



Your points of contact in economic security



Protecting values in a concerted effort

For additional information and your local contacts' communication data, please visit the website



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Domestic intelligence service



Federal Republic of Germany
Federal States

Economic Security

Dealing with visitors and external personnel

Visitor management

Visitor management

An efficient visitor management is of crucial importance to the protection of know-how. It i.a. regulates the entry and exit controls, rights of access, items taken in or out of the company, and the keeping of visitor records and badges.

An inadequate or a lack of visitor management is a risk to the company's security.



High-risk groups

In business, it is indispensable for a company to grant access to a great variety of individuals, including customers and business partners as well as suppliers, trainees, student employees, delegations, service providers, and other external companies.

Especially when external individuals have access to confidential information of a company, a high level of awareness is required. Foreign intelligence services and competitors may systematically use any access to gain expertise.

Case studies

- Without being noticed, a foreign business partner takes detailed photos of manufacturing components and production plants by means of a tiny camera
- An export service provider abuses its access to the company network to gain sensitive information and to establish a parallel distribution channel
- A delegation member leaves the group without being noticed and is found in the restricted area of the development department.



Recommended action

- Classification and setting up of restricted areas
- Strict compliance with rights of access
- Skilled personnel employed at the reception
- Registration of all external persons (name, interlocutor, reason, time of entry and of leaving)
- Escorting of visitors in sensitive areas
- Wearing of visible staff and visitor badges
- Written acknowledgement of the security regulations
- Visual safety instructions
- For external personnel, only limited access to a company's network
- Consequent action in cases of non-observance