

Rules of Operation – Access Rules – DC7

DC7 Data Centre, K Pérovně 1616/2, Prague 10

1 Access Permission by Type

Permanent access – time-unlimited access with no further authorisation required:

- Escorted access;
- Unescorted access;

Temporary access – time-limited access approved by the list administrator or, if applicable, by a person allowed to authorise access:

- Escorted access;
- Unescorted access;

Escorted access – time-limited access, valid only if escorted by an authorised person.

2 Access Management

Access List

Activating access – fill in the “authorised persons list” table, which defines:

- Access list administrator – i.e. a person allowed to authorise access and to make changes of the list of persons allowed to authorise access;
- Persons allowed to authorise entry – a person allowed to authorise access;
- Persons with a permanent access permission – a person with time-unlimited access to the Data Centre premises.

The completed table must be handed over the Provider’s sales representative.

All additional changes will be subsequently made by the access list administrator updating the table and sending it to the Help Desk. This is an alternative to updating the access data online, which will be available during near future.

Access by persons who are not on the list must be always reported to the Provider’s Help Desk, which will arrange temporary access based on the request.

3 Entry to the DC Premises

First Visit

Present a valid identity document to reception. Once your identity has been verified, you will commence the self-check-in process via a self-service booth. At the self-service booth, you must:

- Scan your identity document;
- Check that all information is correct;
- Confirm that you have received the advice and that you consent to the Rules of Operation;
- Scan your biometric data;
- Collect the card with access permission activated from the booth.

Repeated Visit

Perform self-check-in at the self-service booth:

- Scan your identity document;
- Confirm that you are authorised using your biometric data;
- If your previously-granted consent and confirmation of advice have expired or the related documents have been changed, confirm the up-to-date version;
- Collect the card with access permission activated from the booth.

If the booth cannot be used, you can apply for the card directly at reception as follows:

- Present a valid identity document to reception.
- After verifying your identity document, reception will issue and activate the access card.

Annex to the Rules of Operation – Access Rules – DC7

Valid from 1 June 2018

Temporary Access

Temporary access must always be reported to the Help Desk in advance, and the Help Desk will arrange that the request is entered in the system.

Upon arrival at the site, you must perform self-check-in at the self-service booth:

- Scan your identity document;
- Check that all information is correct;
- Confirm that you have received the advice and that you consent to the Rules of Operation;
- Scan your biometric data;
- Collect the card with access permission activated from the booth.

If the booth cannot be used, you can apply for the card directly at reception as follows:

- Present a valid identity document to reception.
- After verifying your identity document, reception will issue and activate the access card.

Escorted Access

Escorted access must always be reported to the Help Desk in advance, and the Help Desk will arrange that the request is entered in the system.

Upon arrival at the site, you must perform self-check-in at the self-service booth:

- Scan your identity document;
- Check that all information is correct;
- Confirm that you have received the advice and that you consent to the Rules of Operation;
- Scan your biometric data;
- Collect the card from the booth.
- Permission to enter the Data Centre premises will only be activated once the escorting person has entered.

If the booth cannot be used, you can apply for the card directly at reception as follows:

- Present a valid identity document to reception.
- After verifying your identity document, reception will issue and activate the access card.

Exiting

When exiting, you must deposit your card in the card deposit box and leave the Data Centre premises through the turnstiles. This will deactivate the permissions configured on the returned card.

4 Notice

Any loss of or damage to the access card must be reported to the reception staff or the Provider's Help Desk without any delay.

If you change the identity document used to verify your identity (issuance of a new ID card, passport, etc.), you must update the information in the access list. In the case of outdated information, the visitor will not be allowed to enter the Data Centre premises.