

Rules of Operation – Confirmation of Advice Form

CE Colo Data Centre, Nad Elektrárnou 1428/47, Prague 10

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

Confirmation of Advice, valid for the CE Colo and DC7 Data Centres

Access for the authorised persons of the Customer: **Customer's name:**
to the technological space of the cage/rack: **CE Colo xx-x or DC7 xx-x**

The person advised has been provided with information on the following:

- arriving at and entering the Data Centre;
- entry procedures, using the card system, obligation not to obstruct the closing of doors and, if applicable, using of the biometric data scanners;
- opening and closing the front and rear doors of the rack and, if applicable, the rules for entering the cage;
- assembling and disassembling hardware, using blanking panels;
- connecting and disconnecting the plugs of electrical appliances to and from the connecting panel/point in the rack or the leased space;
- to install (uninstall) components of the participant's hardware, such hardware must be always disconnected from the 230V socket unless the manufacturer's recommendations stipulate otherwise;
- prohibition on smoking, consuming alcohol or any other addictive substances, handling naked fires and consuming or bringing food and drinks into the data room;
- procedures for activating and using the automatic fire suppression system, including the location of indication features and the location of the emergency exit;
- first aid in the case of an electrical injury;
- prohibition on using the loading platform without appropriate training;
- use of the chip card – the card is non-transferrable, i.e. each person advised accesses the Data Centre exclusively using his/her own card – the breach of this rule constitutes a gross breach of the Rules of Operation;
- procedures in the event of loss or theft of the entry chip card or key;
- activities and use of the CCTV system;
- the Data Centre Rules of Operation, including any annexes thereto, especially with the obligations arising for the person advised from the Data Centre Rules of Operation and any annexes thereto;
- Customer preparation area procedures and access.

In Prague on **date**, the person advised was found to be in possession of satisfactory theoretical and practical knowledge.

This training is valid for 1 year, i.e. until: **date**

Based on this record, the person advised may enter the participant's space, and may install and operate the participant's hardware on the following premises: **CE Colo xx-x or DC7 xx-x**

Information was provided and knowledge was verified on behalf of the Provider by:

Employee's name – Signature.....

Information on Personal Data Processing

CE Colo Czech s.r.o., with its registered office at Nad Elektrárnou, 1428/47, 106 00 Prague 10, id. no.: 241 97 327, tax id. no.: CZ24197327, registered in the Commercial Register maintained by the Municipal Court in Prague under file no. C 187768, processes the personal data of all persons who will be allowed access to the Data Centres at the Prague DC CE Colo and DC7 locations, for the purposes of (a) allowing access/entry to the Data Centre premises and allowing activities under the Agreement to be carried out in performance of the Agreement with the Customer, (b) ensuring safety of the Data Centre site, including recording/monitoring the authorisation of persons to move around the Data Centre.

You acknowledge that

- (a) for the purposes and on the grounds of the above, the following personal data will be processed: name, surname, identity document number, information on the Customer, e-mail address and telephone number, mathematical representation of the biometric template, and information on accesses;
 - (b) a CCTV system with a recording capability is installed in the Data Centre;
 - (c) the access system installed in the Data Centre processes the mathematical representation of the biometric template.
- More information is provided in the Data Centre Rules of Operation.

This document is valid for 1 year, i.e. until: