

FACILITY RULES (Lamda Hellix Buildings Athens-1 & Athens-2)

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DEFINITIONS

- **Facility:** Any Lamda Hellix mission critical building, including its exterior surrounding areas.
- **Services:** The Services provided to the Customer by Lamda Hellix.
- **Visitor:** Any natural person, excluding Lamda Hellix's permanent personnel, including current or potential customers, contractors, partners etc, visiting Lamda Hellix Facilities for any reason.
- **Customer:** Every legal or natural person receiving Services from Lamda Hellix.
- **(Customer) Equipment:** Customer's equipment (or equipment of its own customers), hosted within Lamda Hellix Facilities within the scope of the Services provided to the Customer by Lamda Hellix.
- **(Lamda Hellix) Infrastructure:** Lamda Hellix infrastructure and equipment that implements or supports the Services provided to the Customers.

GENERAL TERMS

1. All Visitors are subject to these Facility Rules.
2. Upon entrance into the Facilities, all Visitors are obliged to get informed by the relevant posts about the emergency evacuation exits and procedures. In the event of an evacuation alarm, Visitors must follow the instructions of Lamda Hellix staff and gather to off-building gathering points using the designated exits.
3. Visitors are not allowed to bring or maintain weapons, flammable or explosive materials, radioactive materials or other hazardous substances within the Facilities. Lamda Hellix reserves the right to examine all objects entering the Facilities and to prohibit those that violate these Facility Rules.
4. Consumption of food and non-alcoholic beverages is only permitted in designated, non-technical areas (kitchen, meeting rooms and offices). Smoking is prohibited in all areas within the Facilities. Designated smoking spaces are located at the exterior area.
5. Visitors shall behave well towards each other and towards Lamda Hellix staff.
6. Visitors are not allowed to misuse or damage Lamda Hellix Infrastructure or third-party equipment.
7. Visitors shall remove all their garbage using the appropriate garbage collection or recycle bins located outside of the Facilities. Waste that requires special treatment (e.g. batteries, lamps, acids etc.) shall be disposed in the appropriate manner.
8. Lamda Hellix has the right to dismiss the Visitor off the Facilities in case of a violation of these Facility Rules. In case of repeated violations by the same Visitor, Lamda Hellix reserves the right to permanently deny access to that Visitor.

ACCESS CONTROL

9. Access to the Facilities is allowed only to individuals for which a corresponding permit has been issued, and only for the days, time, duration and areas defined by that permit.
10. While entering the Facility, all visitors are required to: (a) present an official identification document, such as national ID or passport, (b) sign the entry log, (c) read and accept the effective Facility Rules and (d) receive their personal access card.
11. During their stay at the Facilities, Visitors shall prominently demonstrate and use the access card in order to move to those areas where access has been explicitly granted. It is explicitly prohibited for Visitors to enter non-authorized areas without prior approval and escort by Lamda Hellix' personnel. It is strictly forbidden for Visitors to

handle, use or examine equipment or infrastructure belonging to any other third party. Violating this term is significant and constitutes a right of compensation of Lamda Hellix for any damage, direct or indirect, positive or consequential, suffered by the breach. Also, if the Visitor entered the Facilities as a request of a Customer, a breach of this condition constitutes a significant breach of the contract with the Customer and constitutes a right for termination.

12. When leaving the Facilities, Visitors must sign the exit log and return the access cards.

WORKS

13. Any physical works that are carried out by a Visitor within the Facilities, which are implemented within the context of a Service that Lamda Hellix provides to a Customer (e.g. colocation services), are governed by the corresponding contract and the terms of that Service. Any other physical works carried out within the Facilities must be pre-approved by Lamda Hellix.
14. Physical works must be carried out in manner that will not cause disturbance, damage or injure the property or staff of Lamda Hellix or third parties.
15. Physical works that might cause dust, smoke or other particulate matter (e.g. paint) are prohibited within the Facilities and are only allowed at the exterior areas, after prior approval of Lamda Hellix.
16. Upon completion of any works on its Equipment, the Visitor shall make sure that all the cables are properly arranged within the racks, all the rack doors are closed and locked and the space is left secure, clean and in order.
17. During the installation process, and in general during the stay within the Facility, Visitors should not hinder other works performed by Lamda Hellix or third parties.

CONFIDENTIALITY

18. All Visitors must respect and ensure the confidentiality of any information that might be acquired or disclosed upon his or hers entrance to the Facilities and is not allowed to use or disclose them unless for the purposes of the proper performance of this Agreement or with the prior written consent of Lamda Hellix. The "Confidential Information" of Lamda Hellix may be in any form, without necessarily being marked as "confidential", and may indicatively include the Facilities (location, layout, specifications, usage etc.), the Infrastructure (electromechanical, support systems, security systems, etc.), the operation (processes, methods, technical data, test data, etc.), the customer data, sales methods, strategies and future plans, trade secrets, prices and costs, passwords, know-how, manuals, and other elements that are not widely known to the public. The Visitor promises to respect the confidential information of Lamda Hellix, being fully responsible against Lamda Hellix. The obligation to protect the confidentiality assumed herein is indefinite. The term "Confidential Information" does not include those which the Visitor can prove that (a) was or has been made known to the general public for any reason other than its disclosure by the Visitor or a third party or (b) is in its legal possession before their revelation.
19. Photographing, audio and video recording are prohibited within the Facilities, except for close-up photos or videos of the Equipment owned by the Customer, in a way that other Infrastructure or Equipment of Lamda Hellix or third parties, is not visible. It is prohibited to install CCTV unless they monitor only the interior of the customer's rack or cage and Lamda Hellix has provided its written consent. The use of microphones, and cameras with integrated microphones, is entirely

prohibited.

DATA PROTECTION POLICY

20. Processing of the Visitors' personal data is governed by the relevant provisions of Greek and EU legal framework on data protection, including the General Data Protection Regulation and the relevant decisions, guidelines and regulation issued by the Hellenic Data Protection Authority. The Visitors' personal data are collected and maintained only for the necessary time, for specific, explicit and legitimate purposes and shall be treated fairly, lawfully in accordance with the applicable legal framework and in a manner that guarantees their integrity and confidentiality. Those personal data are always appropriate, relevant, precise and updated if needed and never exceed the number needed for the previously mentioned purposes.
21. **Collection of Personal Data:** In order to provide access permission to the Facilities, Visitors' personal data are collected and processed. The types of personal data that are requested include only the following:
 1. **Identifier Data:** Visitor's Full Name.
 2. **Identification Data:** Visitor's ID or Passports Number or/and vehicle plate number.
 3. **Information related to the safety of persons and facilities:** Photograph of the Visitor's face, entrance-exit hours on site.
22. **Purpose of Data Collection:** Personal data are used in order to allow access to the Facilities. In order for the Visitors to enter the Facilities, the previously described data must be collected. These data are collected solely for the purpose of issuing a personal entry permit. This data processing is based on Lamda Hellix's legitimate interest for protecting its critical facilities and infrastructures. The data described above are also collected through CCTV in order to provide physical security to the Infrastructure, personnel and other Visitors.
23. Access to the personal data is granted only to authorized personnel or partners that provide physical security services on behalf of Lamda Hellix.
24. When sharing personal data with third parties that process these data on our behalf, these parties are required to preserve the confidentiality of those data, be fully compliant to the regulatory framework for the protection of these data and use these data only for the execution of their provided services.
25. Visitors' personal data are maintained for two (2) years after issuing

the access permit. If an entry permit needs to be re-issued for the same person, you the same information is requested again. Data collected through CCTV is preserved for fifteen (15) days according to the Greek legislation.

26. Lamda Hellix ensures the Visitors' rights with regards to the processing of their personal data and facilitate their right to practice them. Specifically, Visitors have the right to request:
 1. Access to their personal data and detailed information upon the data that Lamda Hellix process, the purposes of processing, the categories of recipients that have access to their data and the retention period.
 2. Update of their personal data in case they are inaccurate, outdated or incomplete.
 3. The deletion of their personal data, unless their processing is necessary to practice the right of freedom of expression and information for the fulfillment of a legal obligation, for public interest reasons or for defending our legal rights before judicial or other Authorities.
 4. Processing restriction of their personal data only for specific purposes given that the truth of data is questioned or the process is illegal.
27. Visitors may practice any of those rights described above, by submitting a request via the available form on Lamda Hellix website or via email to the following email address
Contact details of Lamda Hellix:
37A Kifissias Avenue - Golden Hall, Maroussi, 15123, Greece
Tel: +30 210 74 50 770 Fax: +30 210 74 50 771
dpo@lmdahellix.com
28. Finally, if Visitors feel for any reason that their data protection rights have been violated, they can lodge a complaint to the Data Protection Authority (www.dpa.gr).

MODIFICATION OF THESE RULES

29. Lamda Hellix reserves the right to unilaterally modify these rules at any time. The updated version of the Facility Rules is posted at Lamda Hellix website, <https://www.lmdahellix.com/>. Each new version is effective immediately, unless stated otherwise in the relevant contract between Lamda Hellix and the Customer.