



# Description of Organization and Security Measures of Information Resources at Atman sp. z o.o.

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## Introduction

Information security plays a unique role in the business strategy of Atman sp. z o.o. (hereinafter: Atman), which is reflected in the applied effective solutions from the following security areas:

- **Legal and regulatory;**
- **Organizational;**
- **Technical.**

Legal-normative security means keeping records and complying with laws and regulations, as well as applying normative guidelines both in terms of organizational (information security management systems) and technical requirements (technical infrastructure management and security systems). In addition, the legal environment of our customers requires Atman to implement a number of restrictive requirements resulting from industry regulations or directly from contracts with customers, and many years of experience allow us to choose the optimal security tools.

Organizational solutions include compliance with appropriate policies, procedures and requirements in the area of security organization, including security zoning, access authorizations, control of the flow of people and vehicles.

Technical solutions include safeguards in the form of alarm systems and security automation of colocation infrastructure, server rooms, administrative buildings, etc.

An implemented and effectively functioning Information Security Management System (ISMS) in accordance with the requirements of ISO/IEC 27001:2014-12 is an important tool for implementing the described requirements. The effectiveness of the ISMS is confirmed by a certificate issued by the BSI certification body, which is a co-developer of global ISO standards.

## Physical and Environmental Security

The security of the movement of people and vehicles within the Atman administrative area is supported by the following

- **CCTV system;**
- **Access control system;**
- **Burglary and intrusion alarm system.**

The administrative area of Atman's headquarters is protected by a fence that meets the requirements for mechanical and building security. Both the fence and the surrounding area are under constant surveillance by CCTV cameras.

The area around Atman's buildings is lighted and also under CCTV surveillance. All facilities and server rooms are segregated security zones with independent intrusion and assault alarm systems, electronic access control systems, and CCTV. Server rooms are windowless and comply with regulatory requirements for electronic, mechanical and building security.

Depending on the type of service provided by Atman, access to the server room is possible only for authorized users (Atman employees or the respective customer), who are authenticated, registered and monitored in the electronic system. Entry and exit, after prior identification of the person, is recorded by the reception staff (or other authorized services) in the system of records of entries and authorizations to the server room (full accountability of the person's time in the server room and on the campus). A preview of the presence (in the CCTV system) is made available to the services responsible for the company's security. Alarm systems are integrated into the monitoring system of a licensed property protection company and guarantee the arrival of armed intervention patrols in case of need to support local security.

Access to the administrative area of Atman's headquarters is restricted by security barriers and monitored by CCTV cameras. All office, administrative, and production facilities (server rooms), as well as access to them, are guarded around the clock by uniformed, qualified property security personnel. The movement of vehicles is constantly monitored and, in justified cases, controlled.

Signals from security systems, i.e. burglary and intrusion, access control, CCTV, fire alarm and building automation, are received at integrated and dedicated data processing centers, where the infrastructure, power supply and security of server rooms, administrative and office facilities and other key resources used to provide services are continuously monitored.

Continuity of processes in server rooms is one of the key tasks of technical and energy services at Atman. This is achieved through a cascaded and redundant backup power system including UPS, dedicated generators and redundant power stations.

The following services are provided in the Atman Data Center facilities

- **Reception services;**
- **Protection of the data center grounds and buildings (a licensed property protection company);**
- **Technical services;**
- **Customer Service and NOC (Network Operations Center).**

All security and infrastructure support services work in a continuous mode, operate round-the-clock, i.e. on a 24/7 basis.

## Integrated Management System at Atman sp. z o.o.

The Integrated Management System Policy (quality and information security) approved by the Management Board of Atman, the declaration of application containing the answers to the required safeguards and the action plan for dealing with risks form the basis for the operation of the information security system.

The strategies contained in the Policy are the basis for the operation of the Information Security Management System at Atman. Administration and management services provided in Atman Data Center are covered by a management system in accordance with PN-EN ISO 9001:2015-10 and ISO/IEC 27001:2014-12.

Atman has received a certificate issued by BSI (British Standards Institution) confirming that colocation and administration services it provides meet the requirements of ISO/IEC 27001:2014-12 and have effective security measures as described in the declaration of application or as a result of risk analysis.

Awareness of and commitment to maintaining information security and service quality on a daily basis is the greatest value of our organization, and the certificates we have obtained are essentially a confirmation that we manage information security and quality in a systemic manner.

## Service Delivery in Compliance with Regulatory Requirements

In addition to a number of requirements arising from the legal environment of customers and organizations, Atman, as a processor aware of its role, places particular emphasis on meeting the requirements of the European General Data Protection Regulation (GDPR) in the areas of organizational, technical and physical security of personal data processing.

The implementation of the above-mentioned legal, organizational and technological safeguards ensures that the highest information security requirements are met for the services provided to Atman's customers.

The security of the facilities is monitored and systematically improved through continuous security risk analysis and undergoing audits that are part of the certified Information Security Management System according to ISO/IEC 27001:2014-12. The scope of this system includes internal personal data processing activities and assessment of risks and impact on data protection.