# Photography (and filming) in Atman Data Centers

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## General Information

◆ The firm which desires to use a service of photographing (filming) in the Atman Data Center is advised to contact the Customer Service Department beforehand in order to:

➔ agree upon the date of the photo session,

➔ provide photographer's data,

➔ determine the scope of photographing (indicate the location where photos are to be taken, including an object, apart from client's cabinets),

➔ indicate specifications of a camera to be used to take photos,

➔ determine a type and number of memory cards on which photographs are to be recorded.

◆ Upon obtaining a consent, a photographer, when arriving at the location, signs a confidentiality undertaking and shows equipment which is to be used to take photos. Employees of the Atman Data Center check compliance of the presented equipment against an application filed.

◆ Then, a photographer takes photos, in attendance of a security employee, apart from images specified in the list "Elements forbidden to be photographed (filmed)" (below).

◆ Upon finishing a photo session, a photographer delivers all the cards containing photographs taken to employees of the Atman Data Center for the purpose of their verification in terms of containing any elements which may pose a threat to the company's security.

◆ A memory card which contains verified photographs is returned to a client, including a written authorization to use such photographs. These photographs are verified during one working day.

◆ Atman will promptly verify the photographed material, i.e. immediately after photographs are taken, on condition that the verification date is previously consulted and agreed upon with employees of the Atman Data Center. If so, there is no need to provide an Atman employee with a photo carrier, and photographs can be checked (verified) in attendance of a client's representative.

## Elements forbidden to be photographed (filmed)

◆ elements of security systems (e.g. video cameras, detectors, access control system readers)

◆ door approximation

◆ device nameplates (air-conditioning, UPS)

◆ security guard positions, desks, station, guard post (possibly a barrier, but without a post)

◆ faces of third parties, including service employees or security employees

◆ elements of security system cabling

◆ all the cabling, all cable retransmission routes in a specific room (including possible fragments of cable retransmission)

◆ buildings from the outside as the entirety (parts of buildings are only acceptable)

◆ windows and their security devices (if any).