

**TILLTRÄDESREGLER TILL
TERACOMS ANLÄGGNINGAR**

Giltig from 2019-02-12

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BASIC CONDITIONS FOR ACCESS

To gain access to Teracom's facilities, the person and the company that want access must be approved by Teracom's Security Department, or another function approved by them or a Teracom employee with security clearance. In addition, those who want access must be able to demonstrate a relevant need for access and register their visit in advance.

Teracom's own personnel with at least security clearance 3 are always to be regarded as approved, but must be able to demonstrate a relevant need for the visit.

Personnel who do not belong to the service organisation or Security Department or do not conduct work directly connected with these departments must have an appointed visitor attendant at the facility. The visitor attendant must be employed by Teracom.

Everyone granted access to Teracom's facilities and masts must be familiar with Teracom's rules and regulations.

Access is only granted to employees of companies that have an F-tax certificate or similar. To be granted access, the person must have a Swedish personal identity number or coordination number. Foreign citizens with no Swedish personal identity number or coordination number must e-mail a copy of their passport to Teracom, which shows the passport number and photo of the person in question. The companies and persons must otherwise be approved by the Security Department at Teracom or another function or person employed by Teracom approved by them (security dept.).

Any departure from these provisions must be approved in writing by the head of security at Teracom.

TERACOM'S FACILITIES/STATIONS

Teracom's facilities comprise buildings, masts and spaces leased or owned by Teracom, and associated land areas. Technical shelters owned by Teracom, but at the disposal of customers, also comprise Teracom facilities.

Several facilities are classified as secure objects, for which an enhanced refusal of access applies in and adjacent to the facility with the aim of protecting them from sabotage, espionage and terrorism.

Visitors are personally responsible for ensuring that they have the necessary knowledge of the technical and administrative provisions for the relevant operations and for the tools and work equipment to be used.

Persons who visit Teracom's facilities must be able to communicate verbally and in writing in Swedish and English.

Teracom's personnel are entitled to refuse any person access to the facility, who does not have access authorisation or is regarded as unsuitable in any other way. Violations

of the access rules could lead to the termination of any agreement and, where relevant, a report of violation of the Swedish Protection Act.

Visitors to Teracom's facilities must carry a valid identity document. Foreign visitors must carry their passport with them and, if available, proof of their coordination number. These are to be presented when requested by Teracom's personnel, or by a person appointed by Teracom. The assigned visitor's badge is to worn visibly during the visit.

Teracom employees must wear their authorisation document (pass or Teracom ID card) visibly at all times and have their ID card available at the workplace.

TERACOM'S PREMISES ON LINDHAGENSGATAN

Access to the head office requires that the visitor is accompanied by one of the visitor attendants employed by Teracom and that the person registers at reception. The person must present an approved ID document at reception and wear their visitor's badge visibly during their visit.

The visitor attendant is responsible for their visitor during the entire visit.

It is preferable that external persons who have not been subject to a security check are only granted access to levels two and nine. Visits to other levels are to be avoided. In the event that it is necessary for a task to be resolved, such visits may take place, but the persons must be under the direct supervision of a person employed by Teracom. Persons who have been given security classification by the Security Department are permitted to be on our premises on the same terms as the person who is responsible for the visit.

PRE-REGISTRATION/UNAUTHORISED DE-ACTIVATION

Prior to a visit to one of Teracom's facilities (without a staffed reception), this must be registered with the company's Network Operation Center (NOC). This is done through the contractor centre at teracom.se.

Immediately before entering the facility, prior to alarms being de-activated or doors opened, it is necessary to report to the NOC. If this does not occur, it will be processed as unauthorised de-activation. Unauthorised de-activation is investigated by the Police and/or security guards.

After the work is completed, the NOC is to be contacted again prior to departure from the site.

Teracom is entitled to invoice parties to agreements for all additional costs generated by an unauthorised de-activation.

APPLICATION FOR KEYS/CARD FOR TERACOM'S FACILITIES.

To be authorised to acquire or apply for keys and/or cards to any of Teracom's facilities, a person must be approved by the Security Department at Teracom.

Keys and cards issued by Teracom must be stored securely when not being used. Any loss of keys or cards must be immediately reported to Teracom's Card and Key Centre (KNC).

Teracom is entitled to invoice parties to agreements for all additional costs generated by the loss of keys/cards.

Applications for keys and cards are to be made via the contractor centre at teracom.se.

OTHER

Teracom is entitled to conduct a review to ensure that companies and persons with authorisation comply with the access regulations.

Customers, contractors or other players must report any changes regarding approved personnel to Teracom without delay. Personnel who resign and, accordingly, are no longer to have access to our facilities, must be removed from the system immediately.

Persons registered in the site booking portal must immediately inform Teracom of anything that could affect their security approval.

APPENDIX 1, APPLY FOR SECURITY AUTHORISATION WITH TERACOM (EXTERNAL).

The application must contain the following information and be submitted to Teracom not later than three weeks before the first planned visit:

1. Corporate Registration Number.
2. Name and personal identity number of functionaries on the board of directors, the CEO and security manager.
3. Names and other information relating to personnel engaged in the assignment for Teracom. The accreditation list provided is used for this purpose (see contractor centre on Teracom.se).
4. Name and telephone number for the contact person at the company.

The company can only be engaged for assignments at Teracom's facilities after approval by Teracom.

For companies already approved by Teracom, the following applies when new personnel are to be used for assignments:

1. See item 3 above. Teracom is to be informed of this not later than one week before the registration of a visit.
2. Persons who are no longer to be involved in assignments at Teracom must be deregistered without delay.

Persons can only be engaged for assignments at Teracom's facilities after approval by Teracom.

For companies and persons already approved by Teracom, see appendix 2 for visit registration

APPENDIX 2, VISIT TO TERACOM'S FACILITIES

Provided that the company and the visiting person are approved in accordance with appendix 1, the following is required:

1. Visit registration through the contractor centre on Teracom.se must be completed not later than one working day prior to the planned visit. We would like registration to be made as early as possible to plan the work to take place at our facilities. It is also possible to book visits at short notice, but these should only be a necessity for acute fault resolution or suchlike.
2. The reason for the visit is to be stated in the visit registration and in contact with the NOC.
3. Advance notification on arrival at the facility, before the alarm is de-activated or doors are opened, is to be made in accordance with applicable access procedures via the contractor centre.
4. Departure registration on departure from the facility in accordance with the access procedure via the contractor centre.

APPENDIX 3, USER TERMS AND CONDITIONS

PERSONAL INTEGRITY IS IMPORTANT TO US

It is important to us that you feel confident about how we process personal data. Personal data is all information that can be used to identify an individual person. Teracom will use personal data to be able to process access requests, including security checks, for Teracom's facilities.

SECURITY CHECKS

All individuals listed in our Site Booking Portal are subject to a security check. If Teracom's Security Department deems that the security check should also include a records check with the security police, the Security Department will contact you.

INFORMATION ON DATA PROCESSING

Processing is conducted in accordance with legislation and entails that personal data is not stored for a longer time than necessary with regard to the processing purpose. In all processing of personal data, a high level of security and confidentiality is always observed and the data are only processed by a limited group of people at Teracom.

RIGHTS AND OPTIONS OF THE INDIVIDUAL

We want to be open and transparent about the way in which we process personal data and the registered technician is entitled to request access to their data. If we receive a request for access, we may request further data to assure which data are to be provided and that we provide the data to the right person.

FOR HOW LONG WILL THE PERSONAL DATA BE STORED?

Personal data that forms the basis for booking access to Teracom's facilities is stored for as long as the person is actively booked for access. If the person is not active for 12 months, their personal data is erased in accordance with applicable legislation.

WHAT TYPE OF PERSONAL DATA WILL BE PROCESSED?

The personal data will be used for the purpose of booking access to Teracom's facilities, to conduct security assessments and check that you have adequate training (for example, for mast lifts and mast climbing). The data also comprises the basis for

enabling us to contact you if we have questions or need to correct bookings or suchlike.

The personal data that is processed for booking access and security assessments is:

- Personal identity number/passport number/coordination number
- Name
- E-mail address
- Telephone number
- Nationality
- Language
- Customer/subsupplier authorisation
- Has completed mast lift and/or mast training

WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

Teracom's NOC and Teracom's Security Department

WILL DATA TRANSFER OCCUR OUTSIDE THE EU?

No, data transfer will not occur outside the EU.

RIGHTS OF THE INDIVIDUAL

The individual is entitled at all times to request that their personal data is corrected if the data is incorrect. Within the framework of the stated purpose, the individual is also entitled to supplement incomplete personal data. The individual is entitled to request erasure of personal data that we process. However, there may be legal obligations that prevent us from this, such as if the processing is required to exercise our right to freedom of expression and information, to meet legal obligations that pertain to us, or to be able to establish, assert or defend legal claims. The individual is entitled to request that our processing of their personal data is restricted. The individual is entitled to request a copy of and use the personal data that they have provided to us, and which we process automatically, with another personal data controller. The individual is also entitled to receive the data in a specific format.

THE INDIVIDUAL'S RIGHT TO WITHDRAW CONSENT

In the event that the processing of the individual's data is based on consent, they have the right at any time to withdraw the consent provided to Teracom AB. To withdraw consent, contact Teracom AB. In this case, the purpose must be stated for which the individual chooses to withdraw their consent. When the individual has withdrawn their consent, we will cease to process the personal data for the specific purpose.

SUPERVISORY AUTHORITY

The Swedish Data Protection Authority is the Swedish supervisory authority for the processing of personal data. If, for any reason, you are dissatisfied with our processing of your personal data, you can contact the Swedish Data Protection Authority with your comments.

HOW YOU CAN CONTACT US

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OUR EU REPRESENTATIVE

Teracom AB