PROTOCOL FOR REQUESTING ACCESS CARDS FOR THE IKERBASQUE BUILDING

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1. PURPOSE AND SCOPE

The purpose of this manual is to establish the procedure for requesting, managing and modifying access cards and access permissions for the Ikerbasque building.

This document defines the general operation of the access control system, as well as the responsibilities associated with managing entry permissions to the different floors and spaces of the building.

The procedure applies to all authorised personnel who require access to the building, including research staff, technical and administrative staff, collaborating entities, external companies and any other authorised person.

2. CARD REQUESTS AND MANAGEMENT

Ikerbasque centrally manages access for all the entities located in the Ikerbasque building, with the exception of the offices on floor 4. This process covers both the issuing of cards and the assignment of access permissions, as well as their modification, updating or cancellation according to operational needs.

All requests and any matters relating to access cards must be handled by a **designated contact person in each entity** and sent by email to the following address: donostia@ikerbasque.net

2.1. Requesting a new card

Requests for new cards must be made as described above, using the card request form, one week before the card is to be collected. The request must include the access required according to the needs of the position or activity.

Requests that do not respect the minimum notice period cannot be guaranteed for the start date. Likewise, incomplete requests will not be processed.

Once the request has been validated, the card will be issued and activated, and the corresponding access permissions will be assigned. When the card is ready, it must be collected by appointment at the Ikerbasque offices on floor 0.

2.2. Access changes or renewal

Requests to change access or renew cards must be made by email in the same way as new card requests. The request must include the identification of the user concerned, as well as a description of the changes required to the access permissions or the need to renew the card.

These requests will be processed provided they are duly justified and in line with the operational needs of the entity.

Once the request has been processed, the access permissions will be updated or the card renewed, as appropriate.

2.3. Card cancellation

If a card is to be cancelled before the issue date indicated in the card request, cancellation must be requested, including the identification of the user whose card is to be cancelled. Once processed, the card will be deactivated automatically and all access permissions associated with it will be revoked.

Cards configured with an expiry date will stop working automatically once that date is reached, unless renewal and a new validity period are requested.

Whether cancelled early or at the end of its validity, the card must be returned to the Ikerbasque offices.

2.4. Procedure if a card is lost

If an access card is lost, stolen or mislaid, the user must report it as soon as possible to the person in charge in their entity, who must notify the incident by email so that the card can be blocked immediately and unauthorised access prevented. Loss of the card will incur a €5 charge to be paid in cash at the Ikerbasque office. Once the card has been blocked, a new card can be requested by submitting a new request, in the same way as the first time.

Card activation

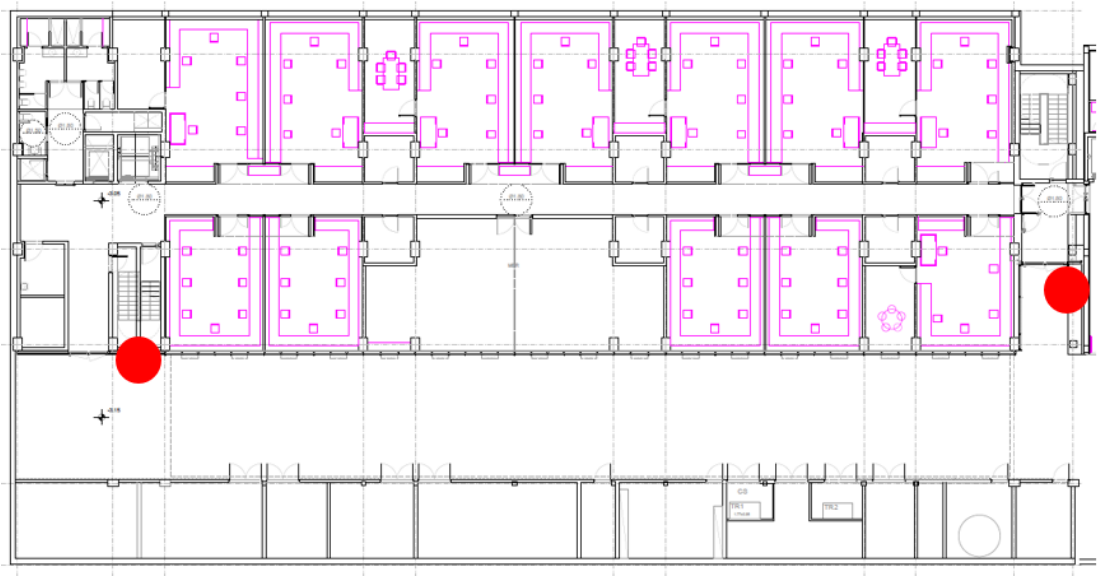
The permissions associated with access cards must be updated periodically, every 2 days. For this reason, after a new card is issued or whenever access is changed, the card must be passed through one of the activation points in the building so that it does not stop working.

The building has 10 card activation points:

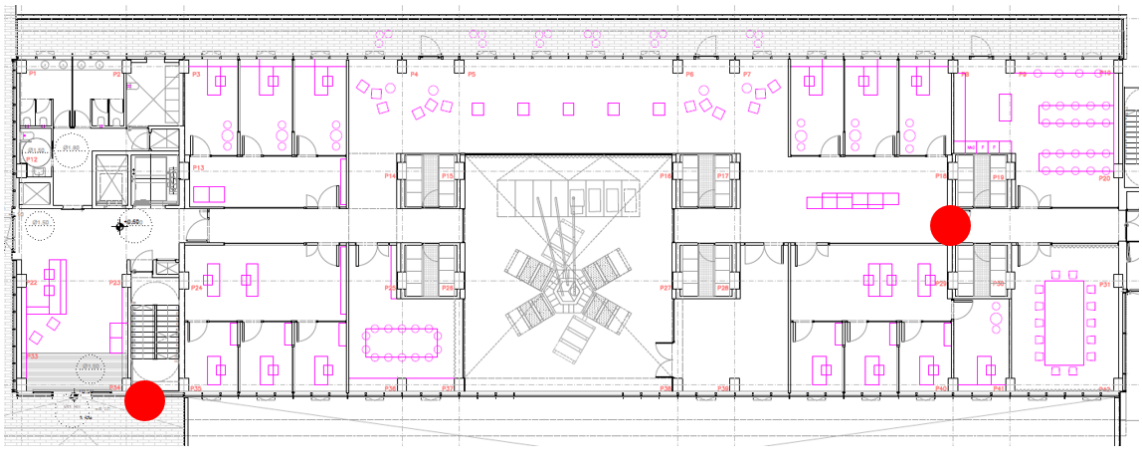
- One point at the main entrance of the building.
- Two points on floor -1, at the north and south entrances.
- 1 point at the door to the floor 0 corridor.
- 2 points at each entrance to the corridor on each floor (floors 1, 2 and 3)

All users are advised to update their cards periodically at any of these activation points. This is particularly important for those who usually enter through the Korta building.

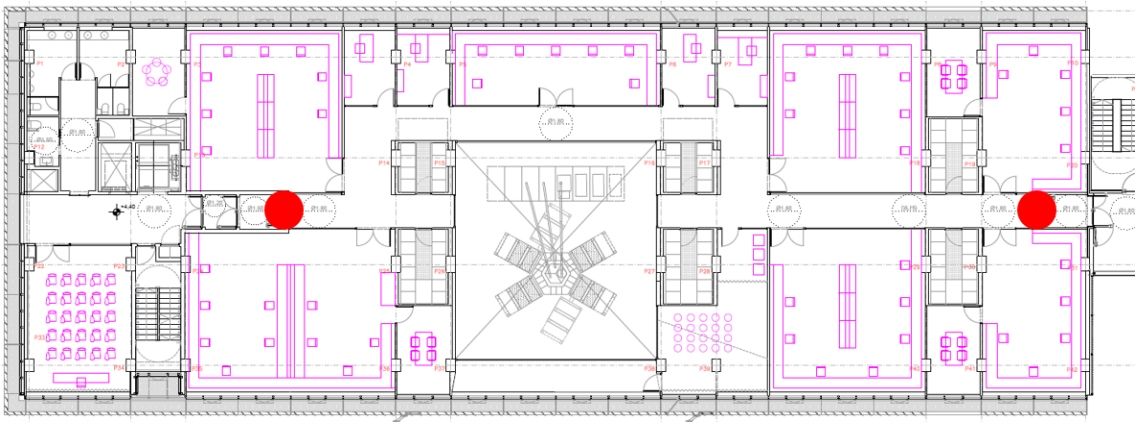
FLOOR -1



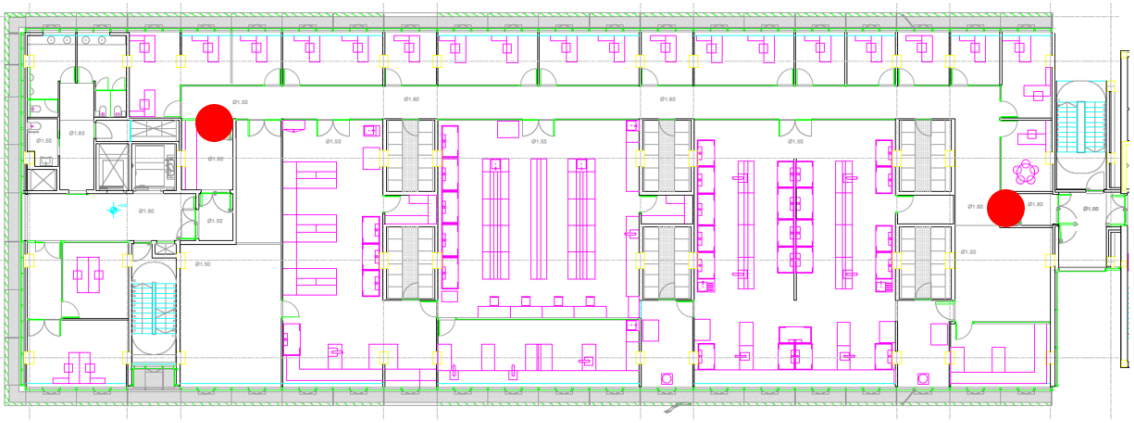
FLOOR 0



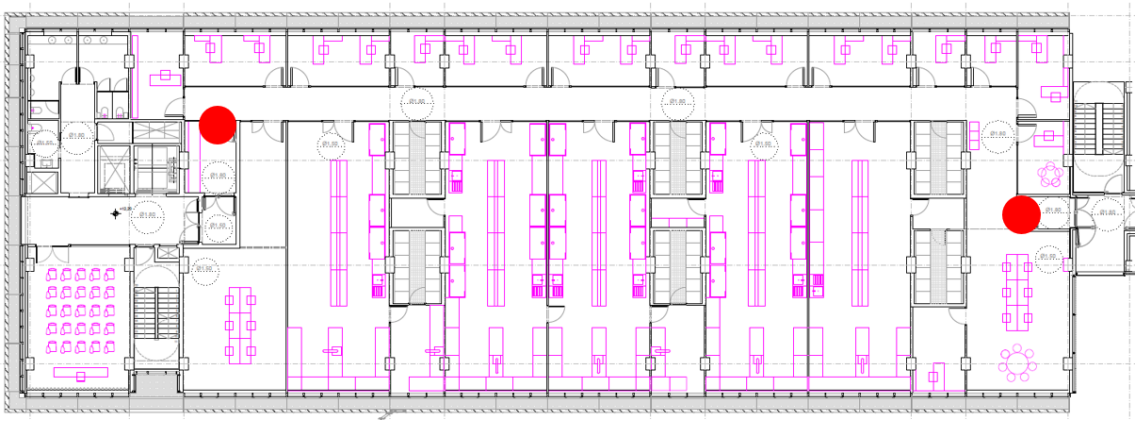
FLOOR 1



FLOOR 2



FLOOR 3



3. SECURITY AND DATA PROTECTION

Access cards and permissions managed by Ikerbasque are personal and non-transferable, and must be used exclusively for authorised access to the enabled spaces within the building.

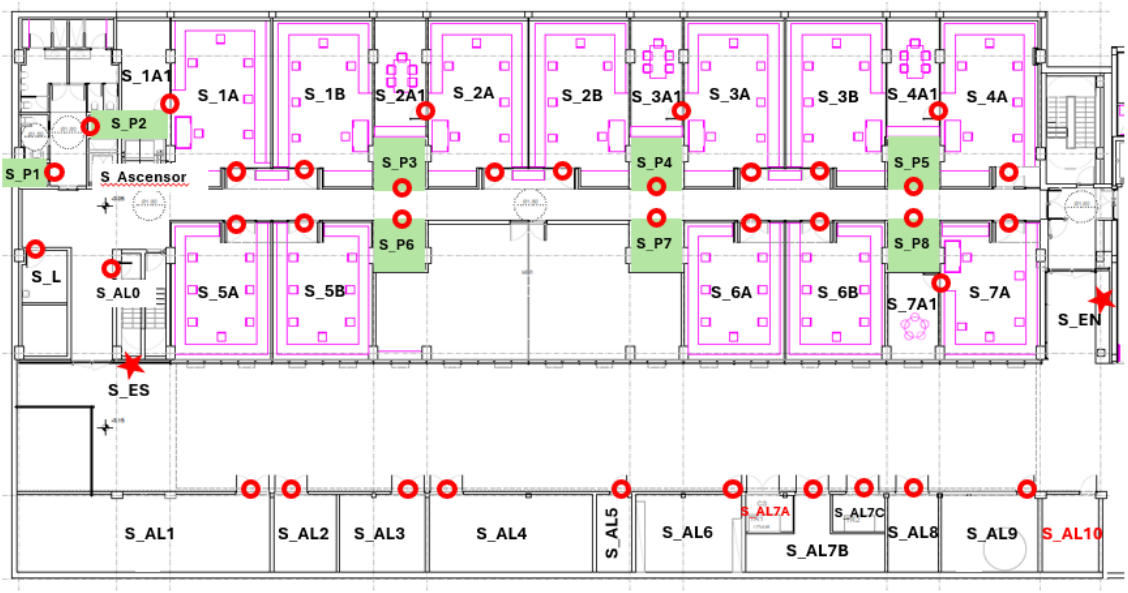
Ikerbasque may record and manage information associated with access in order to ensure the security of the facilities, the proper management of spaces and the operational control of the building.

Users are responsible for keeping their assigned card safe and must report any incident relating to its loss, theft, damage or unauthorised use as soon as possible.

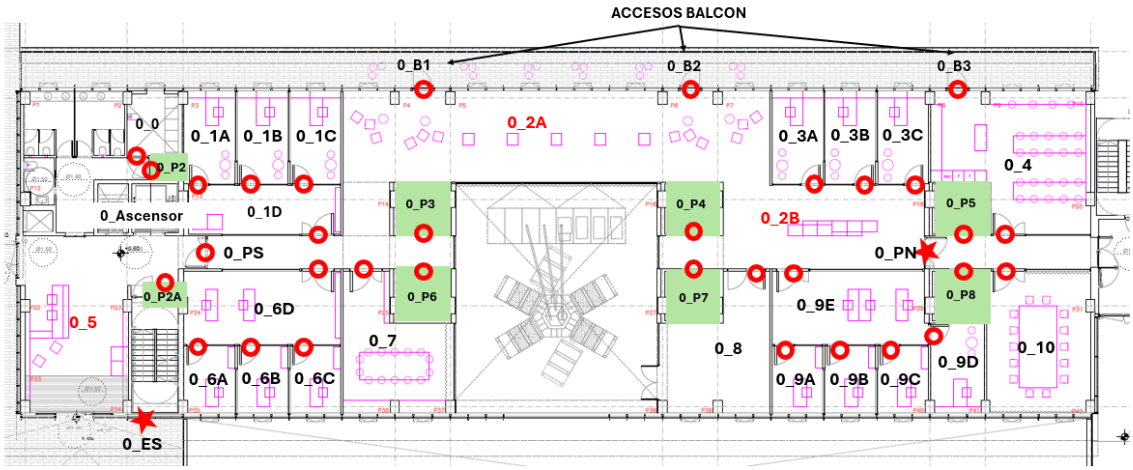
Data provided during the access request and management process will be processed solely for purposes related to the administration of the access control system and the management of building security, in accordance with current data protection legislation.

4. ACCESS

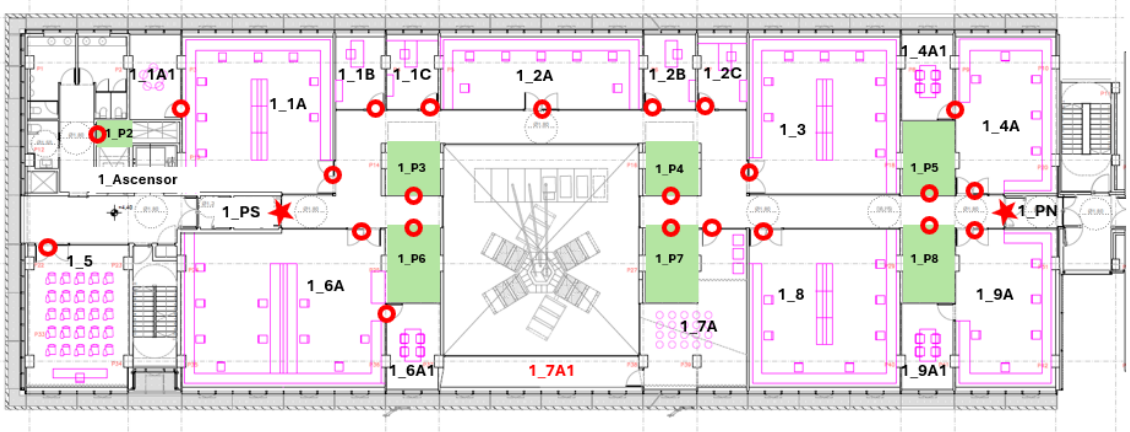
Planta Sótano



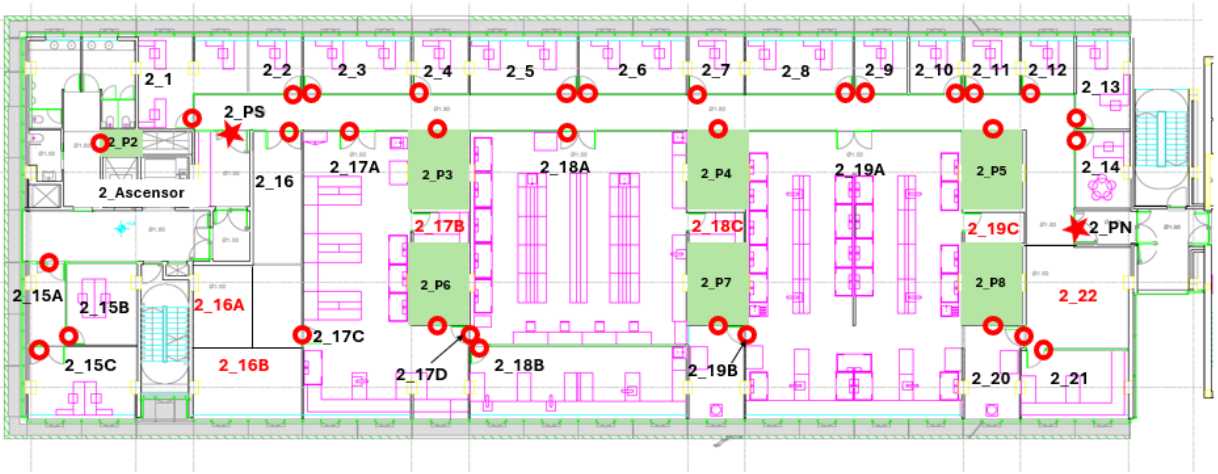
Planta 0



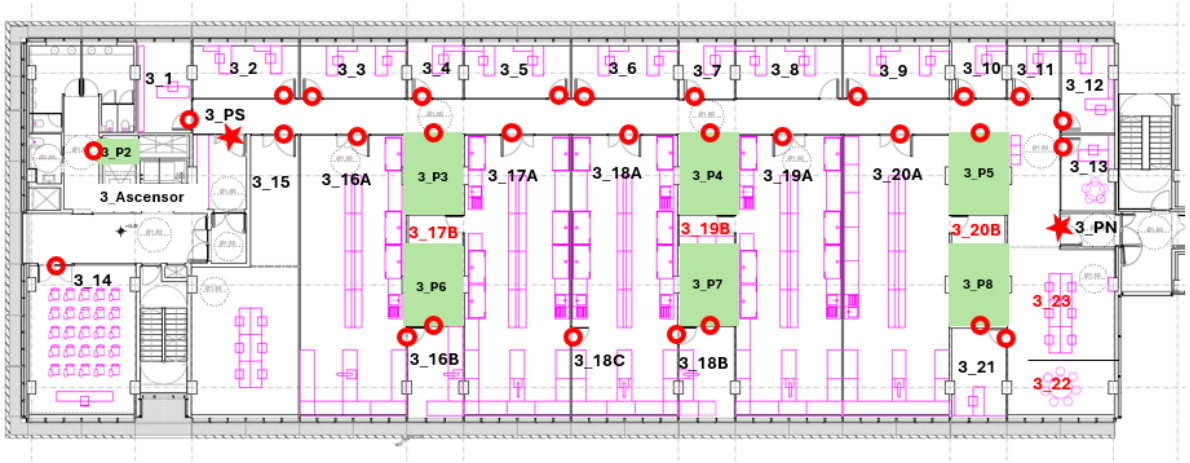
Planta 1



Planta 2



Planta 3



Planta 5

