

Legal instructions – data security

The access to the Internet is provided for employees of the DSMZ in order to obtain external information, which is necessary for carrying out their professional functions. Any use that conflicts with applicable laws, potentially affects the safety or security of the DSMZ network, or is detrimental to the interests of the employer and its public reputation is not permitted. This applies particularly to accessing or distributing content that infringes law, moral rights, copyright, or data protection regulations.

In light of recent events, the management needs to emphasize and strongly direct employees to comply with legal guidelines that deal with copyright protected material (digital material, esp. audio data, images and text material as well as any other multimedia data and software).

For copyrighted material that is not provided by the employer or material not fully licensed for the intended purpose as well as material, the following applies:

It is prohibited for employees to:

- **access, load, copy or (re-)distribute this material on electronic devices provided by the DSMZ.**
- **store this material on computers or servers (including the DSMZ cloud storage) that are provided to employees by the DSMZ.**

Any infraction may result in labor law sanctions.

I have read and understood these instructions dealing with copyrighted material.

Date, Signature / Name