

Introduction

As the representative of the company with which EPFL has formed a service contract or as an individual (hereinafter "you"), you will receive personal login details enabling you to connect to EPFL's IT system. All persons accredited within EPFL are subject to the rules contained in the Directive for the use of EPFL's electronic infrastructure (LEX 6.1.4; see <https://polylex.epfl.ch>). As provided for in that directive, additional rules may be adopted. Such rules are stated in this document, and you hereby undertake to comply with them.

Warranty

By signing this document, you warrant that you will comply, and where you are the representative of a company, that you will ensure your staff complies, with the provisions set out below. All persons with login details must also sign this document to show that they are aware of it. The company undertakes to keep an up-to-date list of employees with access to EPFL's IT system, containing their first names, last names and signatures.

In order to receive login details in the first instance and on each renewal, you must first confirm to us that the person benefiting from those login details is employed in your company and provide us with a copy of his/her identity document.

You must also inform us at the earliest opportunity of any changes that may affect the legitimacy of your access to EPFL's IT system, in particular if a person with access to our IT system leaves the company.

Login details

Login details allowing access to EPFL's IT system are personal and non-transferable. You undertake to take all necessary precautions to ensure that they are not misused. You are personally liable for actions performed with these login details.

Security

Your IT hardware connected to the EPFL network, on-site or remotely, must feature up-to-date antivirus software. The software and operating systems running on your IT hardware must receive security updates.

You undertake not to circumvent, modify or remove any of the security restrictions put in place.

You undertake to follow, at the earliest opportunity, any instructions you may receive from the IT administrator, the IT officer covering the unit to which you are attached, or the IT security department. If you are sent an instruction that appears to you to breach an applicable legal rule or an internal directive, you are required to inform the person who sent you the instruction immediately of that fact.

If you notice or become aware of problems affecting the security of EPFL's IT system, if you notice any misuse of your login details, if you believe that you have wrongfully disclosed them or if you notice unusual activity on your computer, you undertake to inform the IT security team immediately, by sending an email to secure-it@epfl.ch or calling +41 21 693 1234. In any of those situations, you must immediately change your password from a safe machine.

Licenses

You undertake to comply with the ordinance regarding the use of software under license (LEX 6.1.5; see <https://polylex.epfl.ch>) and with all license agreements regarding software provided by EPFL, and in particular to check that such software is used in accordance with the license granted.

Confidentiality

You undertake to keep all information to which you will have access during your activities for EPFL entirely confidential, including but not limited to personal data. In addition, the activities of EPFL staff are covered by the duty of confidentiality. As an auxiliary agent, you are also bound by that duty and you undertake to fulfil it at all times.

Data protection

Your personal data:

EPFL processes personal data relating to the use of its electronic infrastructure, in accordance with Article 13 of LEX 6.1.4, for purposes including ensuring the security of EPFL's data, electronic infrastructure and premises; carrying out technical



Additional rules for the attention of external persons with access to EPFL's IT system

maintenance on electronic infrastructure; tracing access to files; invoicing costs to users; making backup copies and archiving information. Data collected may be analysed in accordance with Articles 14 and following of LEX 6.1.4.

You have the right to ask EPFL at any time if it is processing data concerning you. It will send you those data in accordance with Article 8 of the Swiss Federal Act on Data Protection.

Personal data to which you have access:

You undertake to protect confidential data and/or processing methods on which you may work and to follow the instructions of the head of the unit to which you are attached regarding their storage. Unless expressly authorised to do so in writing by the head of the unit to which you are attached, you must not retain any copies of the data and/or processing methods on which you have worked when access authorisations expire.

Other obligations

You undertake not to use EPFL's network infrastructure to access or download copyrighted content for which you do not hold the necessary rights (cinematographic or musical works, photographs, graphics, software, etc.). You must not access content that may cause reputational damage to EPFL (pornography, gambling, incitement of racial hatred, violence, disparagement, defamation etc.).

You undertake to comply with all other legal, regulatory and contractual conditions by which EPFL is bound, and with all directives and instructions emanating from EPFL.

Liability

You accept that if these usage rules are not complied with, EPFL will bear no liability in relation thereto and reserves the right to block access to its IT system without notice. You are personally liable for any breach of these rules and the texts to which they refer. You will be required to compensate EPFL for any harm suffered. EPFL reserves the right to take legal and disciplinary measures.

Scope and duration

You undertake to limit your access solely to IT systems relating to the VITA resources and not to access or use other resources that may be accessible using your EPFL login details.

The duration of your access is limited to four months from the date access is granted.

Company	
Authorised representative (please state position)	
Place, date and signature	



Additional rules for the attention of external persons with access to EPFL's IT system

List of employees with access to EPFL's IT system:

Last name	First name	Signature
Xiong	Weijiang	