

HUNT Cloud User Agreement

This user agreement aims to clarify expectations and responsibilities so you can enjoy productive and safe work in your lab.

Lab information

HUNT Cloud services are provided to you by the following contracting party:

LAB NAME:

LAB LEADER:

User information

The following Lab user is subject to the conditions set forward in this user agreement:

NAME:

POSITION:

DEPARTMENT:

INSTITUTION:

COUNTRY:

EMAIL:

Please list your **organizational email** as we use this for user identification and key transfers.

PHONE:

Please list your **personal mobile phone** as we use this for user identification and key transfers.

As a Lab user of HUNT Cloud,

LAB ACCESS. I acknowledge that HUNT Cloud is a collaborative computing platform where mutually trusted people work together in dedicated lab environments, and that this agreement grants me access to one such lab.

DATA PROTECTION. I acknowledge that I may get knowledge of confidential data that shall be treated as sensitive, and that I have a responsibility to protect this data, including my user credentials, from disclosure.

DATA PROCESSING. I acknowledge that data processing in my lab may be subject to laws and regulations, and that I therefore only shall process data for purposes that are approved by my Lab leader.

DATA TRANSFER. I acknowledge that I need written approval from my Lab leader to transfer personal data out of my lab, and that it is my responsibility to ensure that my transfers are properly encrypted.

DATA DELETION. I acknowledge that all users in my lab can read, process and/or delete data that I upload or generate, and that I shall take reasonable safeguards not to delete other users data.

DATA DUPLICATION. I acknowledge that it is my responsibility to evaluate backup procedures that are activated in my lab, and if deemed necessary, to keep one duplicate copy of my mission critical data outside my lab.

DATA CONTROL. I acknowledge that the data in my lab is under the control of my Lab leader's organization, including data that I upload and generate, and that this includes data in my home folder.

SOFTWARE. I acknowledge that it is my responsibility, in collaboration with my Lab leader, to ensure valid licenses for software that I install, and that I am responsible for the management of such software.

SECURITY EVENT NOTIFICATIONS. I shall promptly report any indication of compromised user credentials, data breach and/or security incidents that I become aware of to my Lab leader or HUNT Cloud.

SECURITY EVENT LOGS. I acknowledge that my system activity data is logged and may be stored for up to six (6) years, and that this data can be made available to security teams from my Lab leader's organization.

RESPONSIBLE BEHAVIOR. Needless to say, I shall not engage in, promote or encourage illegal activity in my lab. Nor shall I disable, interfere with or circumvent any aspect of the HUNT Cloud services.

REPORTING. If I ever feel pressured to use the data in my lab in a way that violates this agreement, I shall promptly report this to HUNT Cloud. I may use a lawyer as my intermediate if I wish to remain anonymous.

LIABILITY. I am aware that willful or negligent breach of this policy, or assisting to this, can cause criminal liability, and that this confidentiality also applies after the engagement in my lab is closed.

As a Lab leader of HUNT Cloud,

USER AUTHORIZATION. I hereby authorize the Lab user access to our Lab, and I hereby confirm the identity of the Lab user and the authenticity of the user information specified in this agreement.

USER AWARENESS. I hereby confirm that the Lab user is made aware of the content in both this agreement, and other laws, policies, guidelines and agreements that are relevant for the work we do in our lab.

USER TERMINATION. I recognize my responsibility to notify HUNT Cloud when the Lab user no longer require Lab access, and I hereby confirm that HUNT Cloud can deactivate Lab user access after 180 days of inactivity.

PLACE/DATE:

LAB USER:

LAB LEADER:

Please send a signed copy of this agreement to cloud@hunt.ntnu.no for account activation.

Document information

EQS ID ----- : 2003
REVIEW INTERVAL - : YEARLY
DOCUMENT OWNER -- : CISO HUNT DATA CENTER

REV	DATE	CHANGE
3.1	2019-12-01	Termination section included.
3.0	2019-10-12	Annual review. Rewritten to Acceptable Use Policy (AUP) format. Expanded user policy section with more clarifications. Updated text to generic data formats and requirements.
2.8	2019-03-16	Affiliation changed to Department.
2.7	2019-02-15	Rendering bug fixed. Previous REV number fixed from 2.5 to 2.6.
2.6	2018-11-19	Law references made general.
2.5	2018-06-13	Annual review. GDPR update of law references. Clarification of confidentiality. Included reporting of violations.
2.4	2018-04-25	'Email' updated to 'Institutional email' for clarification.
2.3	2017-12-14	Corrected name of the Health Personnel Act.
2.2	2017-10-22	Project manager renamed Project owner.
2.1	2017-08-23	Aligned with ISO-27001.
2.0	2017-02-13	Aligned with ISO-9001.
1.0	2014-11-28	First version.