

## Formal acceptance of a token for securely accessing the EP Network

☐ Physical token

☒ SMS token (See point 8 - data protection)

To be returned to  
one of the following  
addresses:

**Members (Tel: 83800)**

- email (preferably): [ITECSDMEP@ep.europa.eu](mailto:ITECSDMEP@ep.europa.eu)

- Regular mail:

ITEC Service Desk for Members - KAD 05G006

**Staff (Tel: 84300)**

- email (preferably): [ITECServicedesk@ep.europa.eu](mailto:ITECServicedesk@ep.europa.eu)

- Regular mail:

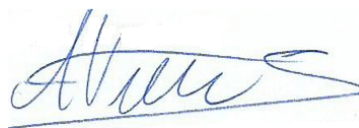
ITEC Service Desk - KAD 05G006

<b>Name and First name</b>	MENDO GOMEZ Angel-Ventura
<b>Windows User-ID</b>	amendogomez
<b>GSM number (SMS token)</b> <i>See point 8 - data protection</i>	+32 497 23 66 43

I declare to have read and to agree with the following Terms and Conditions:

**Date:** 28 Novembre 2016

**Signature:**



### TERMS AND CONDITIONS FOR ACCESSING AND USING THE EP NETWORK

1. Access to the network:

Access to the EP network is intended for MEPs, Assistants or Staff for professional use. This access may not be used by third parties.

2. Pin Code (for access from outside the EP):

Users will use a personal PIN code that may be modified in the future. Procedures related to PIN code management can be found at the following address:

[http://www.epintranet.ep.parl.union.eu/intranet/ep/lang/en/content/practical\\_life/itc\\_support/mobile\\_device\\_support/token](http://www.epintranet.ep.parl.union.eu/intranet/ep/lang/en/content/practical_life/itc_support/mobile_device_support/token)

The PIN code must remain strictly confidential. The EP shall not be held liable for any fraudulent use of PIN codes. The users undertake to inform the ITEC Service Desk as soon as possible should they become aware of any infringement of this rule.

3. Activation:

For access from within the EP, the ITEC Service Desk will provide the users with a user manual and any assistance required to connect to the network. For access from outside the EP, the ITEC Service Desk will provide the users with a physical or an SMS token as well as the necessary instructions. Remote support is provided within the limits of the Users Support Unit's technical knowledge of the user's remote equipment.

4. Support:

Support is limited to the working hours of the ITEC Service Desk, from 8.00 AM to 8.00 PM, from Monday to Friday.

5. Prerequisite for use:

Users must have the necessary equipment, i.e. a computer, a network card which supports the TCP-IP protocol for access within the EP or a modem and Internet subscription for access from outside the EP. Users shall be liable for the telecommunication costs of accessing the network from outside the EP. Users shall also be liable for ensuring the security (ANTIVIRUS) of their computer. In the event of problems, the ITEC Service Desk reserves the right to immediately disconnect the computer until its security has been re-established effectively.

6. Access:

a) Using a physical token:

Access from outside the EP requires an authentication device (Secure ID), activated and provided to the users by the EP for their exclusive use. This device remains the property of the EP. On departure from the EP, the users will undertake to return the access device to the ITEC Service Desk within two months, failing which they may be asked to pay compensation. If the device is lost or stolen, the users undertake to inform the ITEC Service Desk of this immediately. Should the device fail to function properly, it will be replaced by another device only if it is returned to the ITEC Service Desk. The access device will be deactivated automatically after it ceases to be used by the user or from the time its loss or theft has been reported to the ITEC Service Desk.

b) Using an SMS code:

Access to the EP network requires the configuration of a virtual token linked to a mobile phone number provided by the user to the ITEC Service Desk. If the user changes the phone number associated with the SMS token or leaves the EP, access to the EP network may be compromised. The user must therefore inform the ITEC Service Desk as soon as possible. The access rights will be deactivated automatically after it ceases to be used by the user or from the time a loss or theft has been reported to the ITEC Service Desk.

7. Costs related to the SMS token:

The costs for sending the SMS are supported by the EP. The reception costs are free within the EU (regulation 544/2009 from 18/06/2009). Outside the EU, the user might be charged for receiving SMS, depending on the chosen operator.

8. Data Protection:

The user acknowledges being informed that he/she can refuse to disclose a personal GSM number by requesting a physical token. By communicating the GSM number, he/she gives explicit consent that the mobile phone number provided to the Users Support Unit may be used for the activation of an SMS access token. This number will never be used for any other purpose, will remain strictly confidential and never be communicated to anyone outside the technical services responsible for managing these access codes. In conformity with Regulation EC 45/2001, the data processing has been notified to the DPO and the user may request to know which number is registered in the system or that the number is modified or deleted. Users may, at any time, have recourse to the representative Data Protection Officer ([data-protection@europarl.europa.eu](mailto:data-protection@europarl.europa.eu)) and to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).