



Charter for the use of computer and telephone resources and Internet services at SOLEIL

Appendix to the personnel regulations

Advice of the Works Council on 11 July and 14 November 2013

Applicable from 1 January 2014

This charter applies to all SOLEIL personnel, irrespective of status, and more generally to all in-house and external personnel who use SOLEIL's computer and telephone resources and Internet services on a permanent or temporary basis, as well as those resources which can be accessed remotely, directly or indirectly, from SOLEIL's networks.

SYNCHROTRON SOLEIL - Société civile

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Charter for the use of computer and telephone resources and Internet services at SOLEIL

This document sets out, in accordance with applicable legal and regulatory requirements, the rights and duties of persons using the computer and telephone resources and Internet services, and of system and/or network administrators of the company Synchrotron SOLEIL (hereinafter referred to as SOLEIL). The aim is to ensure that computer and telephone resources and Internet services are, at a minimum, used properly, courteously and respectfully.

This charter is intended to be communicated to all users of SOLEIL's IT facilities, computer and telephone systems, including in-house and external personnel. It forms a part of the personnel regulations, is displayed on official notice boards and may be consulted on the intranet.

1. INTRODUCTION

In the remainder of this document, the term "entity" corresponds to the structures set up by SOLEIL to conduct its business, including Divisions, Groups, Lines and Laboratories.

The computer and telephone systems located on SOLEIL's site are intended to be used for the scientific, technical and administrative activities of various SOLEIL entities, and in some cases to host external experimental scientists. The systems are of various types, including but not limited to networks, desktop and laptop workstations, landline and mobile phones, servers, instrumentation and control, acquisition, storage, computation and business computing systems, software, databases, and so forth.

In general, the term "computer and telephone resources" corresponds to SOLEIL's computer and telephone systems and those which can be accessed remotely, directly or indirectly, from SOLEIL's computer networks.

The term "Internet services" corresponds to the provision on local or remote servers of various exchange and information mechanisms, including but not limited to web, e-mail, forums, IP telephony, videoconferencing and so forth.

The term "User" refers to any person who has access to or uses the computer and/or telephone resources and/or Internet services, on a permanent or temporary basis.

SOLEIL's system and network administrators have technical responsibility for the correct operation of the computing, network and telephone infrastructure under their control.

SOLEIL has adopted the ethics charter of the French national telecommunications network for technology, education and research (RENATER), which is available on the [Computing Division's home page](#) on the Intranet site.

2. ACCESS TO COMPUTER AND TELEPHONE RESOURCES AND INTERNET SERVICES

The computer and telephone resources and Internet services are intended for professional use by the signatory in accordance with applicable legislation and with the RENATER charter.

Use of shared SOLEIL computer resources is subject to permission from the entity manager and compliance with this charter. Such permission is strictly personal and may not under any circumstances be transferred, even temporarily, to a third party. Furthermore, permission shall cease when the professional activity which justified it ceases, even temporarily. Hardware resources shall then be returned to SOLEIL.

Furthermore, computer access restrictions (using electronic certificates, secure access filtering, and so on) may be established for certain services that are dedicated and/or specific to SOLEIL's organisation.

Telephone access (local, national and international calls, etc.) is granted depending on the user's needs, subject to authorisation by the entity manager.

Failure to comply with this charter may result in access permissions being withdrawn, and may even lead to internal disciplinary action and/or legal proceedings, as applicable.

3. SECURITY AND USE RULES, FAIR USAGE

All Users are responsible for the use of the computer and telephone resources to which they have access. This use must be rational and fair in order to avoid saturation or misuse of the resources. All users are also responsible, at their own level, for contributing to overall security by complying with security, use and fair usage rules.

In particular:

- ➔ All users have a duty to consult the general and SOLEIL-specific security rules available from the system and/or network administrators. They must abide by these rules, and in particular with

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the mechanisms in place to protect against computer viruses and malware.

- ➔ They must protect their data, particularly all data deemed to be sensitive. They are responsible for protecting data by making use of the individual and collective backup mechanisms provided.
- ➔ They must allow authorised administrators to access professional data in the event that it must be recovered (in particular if the main data access mechanism can no longer be used: lost or destroyed key, password, etc.).
- ➔ They must ensure that the workstation(s) that they use are protected against all unauthorised access.
- ➔ They must choose secure individual passwords, abiding by the recommendations issued by the system and network administrators for achieving maximum security. Passwords must be kept secret and not revealed to third parties under any circumstances.
- ➔ They must inform their entity manager and the system administrators in a timely manner of any attempts to violate their account, and more generally any anomalies that may be encountered, as well as any loss or theft of computer systems (laptop computer, backup media, mobile phones, etc.).
- ➔ They must not download or install programs or software packages on equipment provided by SOLEIL except as expressly permitted by the administration group of the Computing Division. In particular, recreational software must not be installed and software usage restrictions must not be circumvented. Software must only be used in compliance with the conditions of the licences subscribed.
- ➔ They undertake not to allow unauthorised Users to access computer or telephone resources or Internet services via the equipment made available under their responsibility.
- ➔ They must not use or attempt to use other people's accounts nor access the network anonymously.
- ➔ Except with the express permission of the owner, they must not attempt to read, modify, copy or delete data belonging to other Users, even if the data has not been protected.
- ➔ They must request express permission from administrators before connecting a device to the network. This charter is then applicable to the

device, whether or not it is the property of SOLEIL (smartphone, etc.).

- ➔ They must not simultaneously connect a single device to two networks (e.g. WiFi connection to one network and wired connection to another).
- ➔ They must inform the manager of his/her entity, and the Computing Division, of any changes in their needs and in particular any computer or telephone resources which they no longer need.
- ➔ Data (folders, files, etc.) created by Users with the computer or telephone resources provided by SOLEIL, in the course of their professional activities, are assumed to be professional in nature unless specifically identified as being private. Accordingly, SOLEIL (the Director General or his representative) may access the data without the User being present. The storage of any private data on disks local to Users' workstations is tolerated, in explicitly designated directories (containing the French word "personnel" in the directory name). Users are individually responsible for protecting and backing up these directories; SOLEIL shall not be liable in any way for preserving this data. Data directories created by employee representative bodies and identified as such are also considered to be private.
- ➔ Telephone communications for non-business purposes are tolerated to the extent necessary for everyday life. Users must ensure that such communications do not result in excessive costs for SOLEIL.

4. CONFIDENTIALITY

An information systems and liberties correspondent (known by the French abbreviation CIL) has been appointed at SOLEIL.

The CIL is independent in terms of organisation and decision-making capacity, and ensures that all data processing under his remit complies with the French Information Systems and Liberties Act. He is responsible for keeping a register of data processing conducted by SOLEIL. His role is also to advise, make recommendations and, where appropriate, issue warnings.

If, in the course of their work, Users need to create nominative files covered by the Information Systems and Liberties Act, they must first consult SOLEIL's CIL and must apply his recommendations. If the data processing is considered sensitive, the CIL must work with the User concerned and the Administration Division in order to submit an application to CNIL; the

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User must wait until authorisation has been received from CNIL before implementing the data processing. Note that CNIL authorisations are valid only for the data processing defined in the application, NOT for the file itself.

5. INTELLECTUAL PROPERTY

Users must not duplicate, download, copy, broadcast, modify or use any software, databases, web pages, images, photographs or other creative works that are protected by copyright or privacy law, without prior authorisation from the holders of the said rights.

6. INTEGRITY

Users undertake not to knowingly disturb the normal operation of computer resources and networks by abnormal hardware operations, by circumventing security mechanisms, or by introducing malevolent software known generically as viruses, trojans, logic bombs, sniffers, etc.

7. USE OF INTERNET SERVICES

Users must use the Internet services for their professional needs and in compliance with applicable legislation.

In particular:

- They must not attempt to connect to a server except as intended by the configuration of the server, nor without permission from the authorised administrators.
- They must not upload files to a server without permission from the authorised administrators.
- They must not take action which knowingly impinges on the security or normal operation of the servers that they access.
- They must not masquerade as another person, nor intercept communications between third parties.
- They must not use these services to offer or make available to third parties any confidential or illegal information (see section 9 - Reminder of the main legal provisions).
- They must pay attention to the tone and content of messages exchanged by e-mail, posted on discussion forums, and so forth, in the same way as for letters and documents written in a professional capacity.

- In particular they must be courteous to their correspondents and must not express individual opinions liable to be prejudicial to SOLEIL or its image.
- They must ensure that messages are sent only to relevant recipients, in order to avoid bulk distribution of messages, unnecessary congestion of e-mail systems and degraded service.
- They must always act in accordance with the law, and in particular must not publish any documents of a defamatory, libellous, racist, negationist, revisionist, paedophilic or pornographic nature. SOLEIL's management bears liability, as publisher and host, for data published on sites under SOLEIL's responsibility, and may be legally answerable in the event of any illegal content. SOLEIL's management may inspect the content of published documents at any time and take appropriate measures (at a minimum, deleting the documents) if this charter is not adhered to.
- Users should consult only web sites directly related to and necessary for their professional activity. Occasional consultation for personal reasons of web sites whose content is neither illegal nor immoral is tolerated.
- All messages are assumed to be for professional purposes unless specifically and explicitly stated as private in the subject of the message or unless stored in a private data area. Use of e-mail for personal reasons is tolerated within reason, provided that normal e-mail traffic is not affected.

Any new local or hosted service for exchanging information may only be created and used with the permission of SOLEIL management, who will make their decision after consulting the web committee (for online services) and the Computing Division.

8. SPECIFIC RIGHTS AND DUTIES OF SYSTEM AND NETWORK ADMINISTRATORS

For maintenance and technical control purposes, systems and network administrators may analyse and monitor the use of hardware and software resources and network exchanges, within the limits set out by applicable legislation, including in particular the Information Systems and Liberties Act, and by case law.

In order to comply with this applicable legislation, SOLEIL has set up tools to ensure the traceability of Internet access, e-mail and data exchanged, and retains the data for the legally required duration.

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The telephone system, which also automatically records data about communications in order to track costs, has been declared to CNIL.

The list of SOLEIL's CNIL declarations is available from the home page of the intranet site.

All system and network administrators have the **right**:

- ➔ to access, on the systems or networks that they administer, the information needed for system or network diagnosis and administration purposes, whilst strictly maintaining the confidentiality of this information and taking all precautions not to alter it,
- ➔ to set up procedures to monitor all data processing tasks executed on computers in order to detect violations or attempted violations of this charter,
- ➔ in the event that the charter is not adhered to, to take conservatory measures if required by the urgency of the situation, without prejudice to any disciplinary or other action. Line management will be informed of any such violations without delay.

All system and network administrators have the **duty**:

- ➔ to inform Users, in particular if they appear to need a reminder, of the principles of this charter,
- ➔ to make Users aware of computer security issues and explain the security rules to be followed,

- ➔ to configure and administer the system or network in a way that enhances security, and in particular to apply security patches supplied by software publishers, whilst taking account of SOLEIL's operational constraints,
- ➔ to abide by confidentiality rules, only access information if strictly necessary, and maintain privacy and professional secrecy,

9. REMINDER OF THE MAIN LEGAL PROVISIONS

All persons located in France must obey French law, and in particular:

- ➔ Act No. 78-17 dated 6 January 1978 relating to information systems, files and liberties
- ➔ legislation relating to the compromising of automated data processing systems (art. L323-1 and following of the penal code)
- ➔ Act No. 94-665 dated 4 August 1994 and subsequently amended, relating to the use of the French language,
- ➔ the provisions of the intellectual property code (art. L335-2 and L335-3)
- ➔ Act No. 2004-575 dated 21 June 2004 relating to confidence in the digital economy
- ➔ Act No. 2006-961 dated 1 August 2006 relating to copyright and associated rights in the information society.