

Charles University, Faculty of Medicine in Hradec Králové

Dean's measure no. 11/2020

Ref. no. UKLFHK/202117/2020

Title: **Rules of Operation of the Computer Network at the Faculty of Medicine in Hradec Králové**

Validity and effectiveness: on the day of its signing by the Dean

Article 1 Introductory Provisions

This Dean's measure amends, clarifies, and supplements the implementation of Rector's measure no. 34/2017, the Rules of the Computer Network of Charles University, as amended (the "Rules of the CU Computer Network") for the operation of a part of the computer network of Charles University ("CU") at the Faculty of Medicine in Hradec Králové. This measure also sets out additional rules for users of this part of the CU computer network.

Article 2 Operator and User of the Computer Network

1. The Faculty of Medicine in Hradec Králové (the "Faculty" or the "LF HK") is the provider and operator of a part of the computer network of Charles University operated at the Faculty of Medicine in Hradec Králové (the "LF HK computer network"). Its management is entrusted to the Department of Information Technology at the LF HK (the "administrator of the LF HK network" or "OVT"). The management of the LF HK network is the responsibility of the Head of OVT.
2. Users of the LF HK computer network are employees and students of the LF HK who have a user account (also "internal user").
3. Subject to the terms set out in Article 4 of this measure, users of the LF HK computer network may also be other persons (also "external user").

Article 3 User Account

1. The user account provides the user with access to the LF HK computer network and the services provided. User account means a user identifier and a user authentication mechanism. The user identifier consists of a login name and a password. The user account includes a personal storage in the network and the user's e-mail box.

2. The user account is automatically created for a specific internal user upon commencement of employment at the LF HK or studies at the LF HK, and for an external user, after the relevant application has been approved in accordance with Article 4(2) of this measure. Login details for the LF HK computer network are conveyed to internal users when the employee or student card is issued and to external users after the user account is set up.
3. A user's login name cannot be changed for the duration of the user account. A user may change the login password at any time.
4. The user account will be blocked after termination of the relationship between the user and the Faculty (end of studies, employment, collaboration, etc.).
5. The blocked user account will continue to be retained for the duration of the withdrawal period. User data (identifier of the participant, personal storage in the network, e-mail mailbox) are kept during this time. The withdrawal period is 12 months for employee and external users and one month for students and commences on the date of termination of the user's relationship with the Faculty. Upon expiry of the withdrawal period, the administrator of the LF HK network permanently deletes and discards the relevant user account (including user data and all components that constitute the account).
6. If a former user's relationship with the Faculty is restored (or another one is created) before the expiration of the withdrawal period, the blocked user account will be restored, including the original data. If a former user's relationship with the Faculty is restored (or another one is created) after the end of the withdrawal period, a new user account will be established for the user, in accordance with this measure. A new user account not containing the original data will be set up for students who complete their undergraduate studies and enrol in postgraduate studies at the Faculty.

Article 4

External Users

1. A person working with the LF HK who is not a student of the LF HK or an employee at the LF HK can also become a user of the LF HK computer network.
2. Upon request of the head of the LF HK unit that the person referred to in paragraph 1 cooperates with, which needs to be approved by the Head of OVT, a user account is set up by OVT for the person. The form "Application for Authorization to Access the LF HK Computer Network for External Users" is Annex 1 to this measure. There is no legal obligation to create a user account for an external user.
3. The head of the relevant LF HK unit notifies OVT of the termination of the relationship

with the person for whom the external user account was created no later than one week after the date of termination of such relationship with the Faculty.

Article 5

User Rights and Obligations

1. Each user has access to the LF HK computer network and to the services provided at the computer stations, servers, and virtual equipment in the LF HK computer network (also referred to as “PC”) in the usual scope corresponding to their relationship with the Faculty and required for performing their activities as a part of that relationship.
2. The assignment of higher rights to a user in addition to those referred to in paragraph 1 or in addition to the existing rights is possible only for objective reasons and to the extent necessary for the performance of the user’s activities in relation to the Faculty. Their assignment to the user is decided by the Head of OVT by appointing the user an administrator of a part of the LF HK computer network (the “administrator of a part of the LF HK computer network”) with the informed consent of the user. The form “Appointment of the LF HK Computer Network Administrator” is Annex 2 to this measure. The Head of OVT will promptly notify the Dean of any appointment of a user as the administrator of a part of the LF HK computer network (assignment of higher rights).
3. Once the user has been appointed the administrator of a part of the LF HK computer network, OVT undertakes technical and organizational measures to ensure the performance of duties of the administrator of a part of the LF HK computer network by the user within the scope of such appointment.
4. The appointed administrator of a part of the LF HK computer network notifies OVT of expiration or restriction of the reason for granting higher authorization within one week of the date on which the reasons ceased to exist. Immediately after receiving such notification or after discovering the expiration, restriction, or termination of the reasons for granting higher authorization, OVT undertakes technical and organizational measures to remove the rights from the user to the extent that the reason for their assignment had ceased.
5. Each user and administrator of a part of the LF HK computer network must comply with the Rules of the CU Computer Network, this measure, and other relevant internal and generally binding rules.
6. The Dean of the LF HK or the Head of OVT may decide in justified cases (misuse of, disruption of, or threat to the network or data) to restrict user access to the LF HK computer network and the services provided, to withdraw the user’s appointment as the administrator of a part of the LF HK computer network, to withdraw or restrict

higher user rights, or to block the user account. The Head of OVT immediately informs the Dean of such a decision.

Article 6

Data and Operation of the Computer Network

1. The user and the administrator of a part of the LF HK computer network are responsible for the operation of the part of the computer network, the services provided and the security of the data and files on the computer network to which they have access under their user and administrator rights and which they manage and use. They are responsible for the veracity and accuracy of the data and files they create, modify, store, or otherwise work with.
2. It is recommended to use backed-up network storage (the Faculty's network drives, Microsoft OneDrive, CESNET-owncloud) to store data on the LF HK computer network. Neither the LF HK network administrator nor the LF HK computer network operator is responsible for the completeness, accuracy, and availability of all data stored by users and administrators of a part of the computer network on local computer stations (a user's local PC drive) and personal network storage.
3. The administrator of the LF HK network is responsible for the proper configuration, security, and functionality of the LF HK computer network and the ICT resources of the Faculty, network storage facilities and their backup, and the services provided to users within the scope of their responsibilities, duties, and capabilities.
4. Before terminating their relationship with the LF HK and before the user account is blocked, users of the LF HK computer network are authorized to back up the data from the LF HK computer network storage sites and other services provided by the LF HK network operator (e.g. OneDrive and others). They may back up only such data which they use with a legitimate interest and which they are legally entitled to use. Backing up and using the data must not violate any laws or regulations, including but not limited to the rules governing the processing of personal data and the obligation of confidentiality. After the user has terminated the relationship with the Faculty and their user account is blocked, the user is no longer allowed to access the LF HK computer network storage sites. All user-stored agendas and data on personal storage drives (personal drive "O", OneDrive, etc.) must be transferred by the user to their supervisor or collaborator before the end of their relationship with the LF HK.
5. Devices with a specific purpose (e.g. PC for scientific equipment) which cannot be operated in the LF HK computer network may be connected to the so-called instrumentation network. Stations in this network are outside the LF HK domain, are not connected to the Internet by default, and have user remote access enabled. Users do not have higher rights. If remote intervention by the supplier company is required, the LF HK will request temporary Internet access and, where applicable, assignment of temporary higher rights.

Article 7
Rights and Obligations of OVT

1. OVT, as the administrator of the LF HK network, manages the LF HK computer network in accordance with its powers and duties, the Rules of the CU Computer Network, this measure, and other relevant internal and generally binding rules. OVT is responsible for the proper operation of the network resources, not the state of the user's IT resources. OVT manages the personal PCs of users in the LF HK computer network and ensures that they are functioning correctly, including operation of the standard installed applications.
2. The connection of a user's PCs and IT equipment to the LF HK computer network structure and the installation of software is an exclusive right and obligation of the administrator of the LF HK network and OVT employees.
3. Neither the administrator nor the operator of the LF HK computer network is liable for any failure to deliver or a delay in delivering e-mail messages or other issues arising from the transfer of information (e.g. files) via the LF HK computer network caused by reasons outside their capabilities, responsibilities, and competence.
4. The management and operation of unique hardware and software outside the package of basic resources of the LF HK computer network is adequately provided by OVT. For these resources, the relevant LF HK unit must ensure operation and provide service by the supplier company via the LF HK. OVT will provide the necessary assistance for the configuration of the network or station as required by the unit or supplier company, in particular, for special devices, updating their software and their compatibility with the basic resources of the LF HK computer network.
5. Special devices, unique hardware and software that are out-of-date or incompatible with the resources used in the LF HK computer network will not be connected to the LF HK computer network, or their connection to the LF HK computer network will be adequately modified, limited, or suspended. The Head of OVT has the final authority to decide on exceptional and disputed cases.

Article 8
Final Provisions

1. The operation of the part of the Charles University computer network at the Faculty of Medicine in Hradec Králové under this Dean's measure is also governed by Rector's measure no. 34/2017 Rules of the Computer Network of Charles University, as amended, and by other relevant internal and generally binding regulations.
2. The Rules of Operation of the Computer Network of 06/12/2015 is hereby repealed.

3. This measure comes into effect on the day of its signing by the Dean.

Annex 1: Application for Authorization to Access the LF HK Computer Network for External Users

Annex 2: Appointment of the LF HK Computer Network Administrator

In Hradec Králové, 26 May 2020

prof. MUDr. Jiří Mand'ák, Ph.D.

Dean of the Faculty



UNIVERZITA KARLOVA
Lékařská fakulta
v Hradci Králové

Application for Authorization to Access the LF HK Computer Network for External Users

I request permission to access the LF HK computer network for external users

First name and surname, company:

Address, registered office:

Personal identification number, Company identification number:

for the period – from _____ to _____

i.e. access to a PC connected to the LF HK domain, an e-mail box, and access to the employee section of the LF HK website.

In addition to the above, I request permission for external user access to:

- Economic Information System (EIS)
- Student Information System (SIS)
- Administration of the LF HK website
- Attendance system (Aktion)
- Other access –

Reason for providing access:

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Since, as a person working with the LF HK, I do not have any employment or student relationship with the Faculty, I declare that, as an external user of the LF HK computer network, I have been acquainted with CU Rector’s measure no. 34/2017 Rules of the Computer Network of Charles University, as amended, LF HK Dean’s measure no. No 11/2020 Rules of Operation of the Computer Network of the Faculty of Medicine in Hradec Králové, as amended, and other relevant internal rules of CU and the LF HK, and the regulations generally applicable to the operation and use of the computer network, in particular, those relating to the protection of persons and personal data, and the interests and rights of CU and the LF HK, and I agree to comply with them. I am aware of my liability for any damage or injury to the LF HK, CU, or other parties in the event of my breach of the specified regulations.

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User

Head of the Unit

I approve / do not approve

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Head of the Department of Information Technology

on the protection of individuals and their personal data, always in accordance with the current generally binding regulations and internal rules of CU and the operator of the LF HK for the entire duration of the performance of the entrusted duties as the administrator of a part of the LF HK computer network as part of the CU computer network.

As a staff member of Charles University, Faculty of Medicine in Hradec Králové, the administrator is required to, and agrees to, carry out his or her duties only in order to fulfil his or her job obligations, the obligations required by legal regulations, and the tasks assigned by the operator and CU, in accordance with the mission and statutes of CU and the LF HK and the valid regulations, and in particular:

- to ensure the operation of the infrastructure and the configuration of the services of the part of the network, for which the user has been appointed as an administrator, functionality and security of the ICT resources and services on the devices he or she manages, as instructed by the operator, to ensure copyright protection, security (anti-virus setup and functionality, system updates) and cooperation with the operator and CU, legitimate use of the products, compliance with the specified licensing conditions and to prevent any illegal use and misuse of the equipment and network, as instructed by the operator,
- in the event of a breach of one of the provisions of the Rules of the Computer Network of Charles University or the rules of the operator, or in the event of a suspected or occurring security incident, to immediately inform the operator and take appropriate measures to ensure the proper operation and services of the computer network and the protection of information, the security of natural persons, personal data, and security measures to protect them,
- to ensure that any non-public data, facts, information, personal data, and security measures instituted for their protection which the administrator processes and manages as the content of the network and which he or she has become aware of in connection with the performance of the administrator's duties are not misused, unlawfully made available, and without the written consent of the data subject, the operator, or CU, are not made available to unauthorized persons.

The administrator is required to uphold the confidentiality of facts, information, personal data, and security measures intended to protect them, of which he or she has become aware in connection with the performance of the administrator's activities and the disclosure of which would undermine the right to the protection and security of the information and personal data concerned and the rights of the personal data subjects, the operator, and CU. The obligation of confidentiality continues even after termination of employment or any other relationship of the administrator to CU.

A breach of the administrator's duties may be considered a breach of the employee's obligations in a particularly gross manner arising from the legal regulations relating to the performance of work, and in the event of damage relating to a breach of his or her obligations, the administrator is required to provide compensation for the damage.

I accept the appointment as an administrator of the LF HK computer network in the scope and under the conditions set out in the appointment, and I agree to comply with the specified obligations.

In Hradec Králové, on:

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Appointed administrator of a part of the LF HK computer network