

IT Charter of the Faculty of biology and medicine (FBM)

1. Scope

This charter addresses to all authorized users (teachers, staff, students) and all temporary users (trainee, apprentice) of the computer systems and network telecommunications of the units which have signed the Membership and support agreement of the FBM IT Platform.

2. Contacts

The following partners are responsible for the application of this Charter:

- The Dean's Office and the FBM IT service,
- Head of the Department / Service / Institute.

3. Documents and reference texts

The use of IT resources within the University of Lausanne is governed by the following internal directives of UNIL's Rectorate:

- [Directive 0.6 Transmission d'informations en relation avec la protection de la personnalité](#)
- [Directive 6.1 Conditions d'accès à l'intranet administratif](#)
- [Directive 6.2 Utilisation d'Internet, de la messagerie électronique, de la téléphonie et du poste de travail](#)
- [Directive 6.3 Sécurité des équipements informatiques](#)
- [Directive 6.6 Procédures pour les achats d'équipements informatiques à l'UNIL](#)
- [Annexe à la Directive 6.6 Utilisation professionnelle d'ordinateurs privés](#)
- [Directive 6.7 Charte d'utilisation des services informatiques centraux](#)
- [Directive 6.8 Utilisation des listes électroniques de distribution](#)
- [Directive 6.9 Fichiers informatiques et la protection des données personnelles](#)

In addition to these documents, laws of the State of Vaud and federal laws must be followed:

- [Loi sur l'Université de Lausanne du 06.07.2004 \(LUL\) et son Règlement d'application \(RLUL\)](#)
- [Loi sur le personnel de l'État de Vaud du 12.11.2001 \(LPers, RSV 172.31\)](#)
- [Art. 125 du règlement d'application de la loi du 12 novembre 2001 sur le personnel de l'État de Vaud \(RLPers-VD\) du 09.12.2002 \(RSV 172.31.1\)](#)
- [Loi cantonale vaudoise sur les fichiers informatiques et la protection des données personnelles du 25.05.1981 \(LIPD\)](#)
- [Loi cantonale vaudoise sur l'archivage du 14.06.2011 \(LArch\)](#)
- [Loi cantonale vaudoise sur la protection des données personnelles du 11.09.2007 \(LPrD\) et son Règlement d'application \(RLPrD\)](#)
- [Loi fédérale sur la protection des données personnelles du 19.06.1992 \(LPD\)](#)

- [Loi fédérale sur le droit d'auteur et les droits voisins du 09.10.1992 \(Loi sur le droit d'auteur, LDA\)](#)
- [Norme ISO/IEC 27002:2013 Code de bonne pratique pour le management de la sécurité de l'information](#)

4. General principle

1. Three categories of computer equipment are defined¹ :
 - a. equipment said **private**: all computer equipment not inventoried at UNIL and that connect to the resources of the FBM. For example: laptop of an employee or affiliate whose length of stay at the FBM is less than six months, private mobile phone, etc.;
 - b. equipment said **UNIL**: all computer equipment inventoried at UNIL and that have not been purchased through the FBM IT Service. For example: equipment moved from another university, private laptops set to inventory, computers linked to scientific equipment and which are not managed by the FBM IT Service, etc. The proper functioning of this kind of equipment is the responsibility of its owner and the FBM IT Service offers only "best effort" support on these computers;
 - c. equipment said **FBM**: all computer equipment purchased through the FBM IT Service (fixed, laptops, computers linked to scientific equipment and which are managed by the FBM IT Service, etc.) by a member or an entity of the FBM (professor, staff, student). In order to facilitate the asset management this equipment is standardized. For security purpose, access restrictions (withdraw of administrative rights) are applied and the FBM IT Service offers full support on these computers.
2. Any category change requires the permission of the FBM IT Service and for the FBM equipment (add, delete), the agreement of the department head or manager defined in the entity.

5. Purchase of hardware and software and inventory management

5.1 Purchase

1. Each member of the FBM, whatever his affiliation or status, wishing to acquire new hardware or software, whatever the source of funding, must first consult a member of the FBM IT Service to define the technical specifications, according to the needs and

¹ Annexe I : Tableau récapitulatif des prestations par type d'équipement
Version du 18/05/2018

UNIL's standards, the type of software or device (fixed, laptop, linked to scientific equipment, server, printer, etc.)².

2. The FBM IT Service is responsible for giving notice of the order, to prepare the necessary order forms and to forward the complete request to the concerned fund manager.

5.2 Inventory

1. In order to manage the asset of equipment at best, every FBM and UNIL equipment (fixed, laptop, linked to a scientific setup) is inventoried.
2. The assigned UNIL inventory number must be visibly affixed on the equipment³.

5.3 Adding to the inventory

1. Hardware ordered through the FBM IT Service is automatically set to the UNIL's inventory.
2. Any faculty member who works for the FBM for a period greater than or equal to 6 months, may request to add his private equipment to the UNIL's inventory⁴.
3. The criteria for the inventory are:
 - a. seniority of the equipment (less than 5 years);
 - b. number of devices registered by the applicant (maximum 1 equipment per person);
 - c. justification for professional use and general need (no access to a workstation, etc.).
4. Each application must be signed by the head of the department or manager defined in the entity before it can be considered by the FBM IT Service.
5. The FBM IT Service gives notice of the requests and forwards them for approval to the UNIL's IT Center.
6. Any private equipment added to the UNIL's inventory will be part of the UNIL equipment.

5.4 Remove equipment from the inventory

1. Any hardware removal from the inventory must be reported to the FBM IT Service and requires justification.⁵
2. Any request authorized by the FBM IT Service is transmitted to the UNIL's IT Center, which gives the final approval. In principle, the following conditions must be met:

² Directive de la Direction 6.6 Procédures relatives à l'acquisition et à la maintenance d'équipements informatiques à l'UNIL, Art. 1 Commandes

³ Directive de la Direction 6.3 Sécurité des équipements informatiques, Art. 6.3.1 Matériel informatique

⁴ Annexe à la Directive 6.6 Utilisation professionnelle d'ordinateurs privés

⁵ Directive de la Direction 6.6 Procédure relatives à l'acquisition et à la maintenance d'équipements à l'UNIL, Art. 6 Mise hors service de matériel

- a. equipment must be acquired for more than five years;
 - b. it must be free of any maintenance contract;
 - c. it is sold or donated without warranty;
 - d. the equipment sold or donated must be offered in priority to members of the university community, UNIL budgetary unit or particular and to non-profit association;
 - e. if the device contains a hard drive, it must be completely erased by a reset procedure before being given to its new owner.
3. When removing hardware from the inventory, the UNIL's IT Center sends an authorization to the FBM IT Service, and a request for issuance of any eventual invoice to the Accounting Services. The amount will be credited as revenue fund of the State of the concerned Budgetary Unit (hereafter UB). The UNIL's IT Center is able to advise the UB on the selling prices of devices.

6. Terms of use and benefits

6.1 Private equipment

1. Users connecting to the FBM's resources with private equipment must comply with the following rules:
 - a. ensure that the equipment is updated with the security patch and updates for their respective operating system;
 - b. use an updated antivirus program (unless otherwise specified by the FBM IT Service).
2. The FBM IT Service does not perform any support or other assistance to private equipment.

6.2 UNIL equipment

1. Users connecting to the FBM's resources with UNIL equipment must comply with the following rules:
 - a. ensure that the equipment is updated with the security patch and updates for their respective operating system;
 - b. use an updated antivirus program (unless otherwise specified by the FBM IT Service).
2. The FBM IT Service defines the terms of support. This is usually limited to support for issues related to the use of FBM / UNIL resources or software installed, without guaranteeing response time or the resolution of the problem.
3. The FBM IT Service may refuse support or request reinstallation of equipment if its configuration is too far from the standards set.

6.3 FBM Equipment

1. To join FBM equipment, the procurement process and inventory management should be respected, except as provided in point 5.
2. Any FBM equipment is configured in a standard configuration provided and defined by the FBM IT Service. For security purpose, access restrictions (withdraw of administrative rights) are applied on this equipment.
3. Without explicit permission of the FBM IT Service users do not have the right to:
 - a. move equipment without informing the FBM IT Service (except laptops and other mobile devices);
 - b. add or remove components (hardware or software);
 - c. install any software that does not comply with the directive on software and equipment used in the FBM / within the Department / Service / Institute or for which the user does not have a proper license.
4. The FBM IT Service provides full support for all FBM equipment. This includes:
 - a. help in using FBM / UNIL software;
 - b. installation and configuration of equipment for everything related to the business use;
 - c. repair and troubleshooting (hardware and software);
 - d. loan service if loan equipment is available.
5. Any exception (full or partial agreement administrative rights, different software configuration than the standard expected, etc.) requires prior approval, decided jointly between the Head of department or Service Manager, the supervisor and the representative of the FBM IT Service of the concerned entity. Valid reasons for such authorization are for example:
 - a. software that requires administrative rights to operate;
 - b. non-standard equipment where the FBM IT Service does not have the skills to manage it;
 - c. computer scientist or a person with an equivalent profile in the requesting unit to which the FBM IT Service delegates complete or partial management of computers.
6. In case of the agreement on an exception, the FBM IT Service reserves the right to adjust the level of support provided.

6.4 Software

1. Software purchased or offered by the FBM IT Service reflect the realities of management optimization, compatibility and cost.
2. It is forbidden to install the same software on multiple computers by indicating only one license. Copying software is illegal.

6.5 Security

1. The terms of access to computer equipment are defined by the UNIL's IT Center⁶. Usernames and passwords are issued on a personal basis. They are strictly confidential and must not be disclosed to third parties. Are prohibited:
 - a. the installation of software to find the passwords of other users;
 - b. to use the username and password of another user;
 - c. to make unauthorized intrusions on servers of the FBM IT Service;
 - d. to neutralize and/or modify the parameters of the security installed.
2. Users shall take all measures to prevent any unauthorized use of their computer account according to the internal Directive 6.3 of the Rectorate of UNIL.
3. In all cases, the user is responsible for the use of his personal account and the data it contains.
4. To ensure the confidentiality of his data, the user sets a password in compliance with the latest safety practices and changes it every year at least.
5. Remote access to computers by the FBM IT Service (software distribution, screen sharing, software modifications, etc.) requires the prior consent of the users. For a single intervention on a personal computer, the user's request acts as authorization. In case of pervasive intervention on several personal or shared computers (software distribution for example), the FBM IT Service informs the users beforehand, within a reasonable time, specifying that a remote maintenance work will be carried out including the modalities (date and time of the intervention, equipment modifications).
6. At the departure of the user, unless otherwise agreed by the FBM IT Service, all FBM access granted are deleted immediately.

6.6 Storage and confidentiality

1. The data resulting from the work of employees in their activities at UNIL are protected by copyright but remain the property of the UNIL according to article 70 LUL⁷.
2. The FBM IT Service, in partnership with the UNIL's IT Center, provides a central storage space (UNIL NAS server) for data within existing budgetary constraints⁸.
 - a. Each user receives an individual directory, with a limited space, which is exclusively intended to store his professional data and is accessible only by himself. All users also have access to a shared directory, for collaborative work, including research data, which is only accessible by the members of the group/work unit they belong to.

⁶ Directive de la Direction 6.7 Utilisation des services informatiques centraux, Art. 3.1 Obligations/Interdictions Mot de passe

⁷ Loi sur l'Université de Lausanne du 6 juillet 2004 (LUL) Chapitre III Propriété intellectuelle Art. 70 Propriété intellectuelle

⁸ Directive de la Direction 6.7 Utilisation des services informatiques centraux Art. 5 Limitations 5.1 Espace disque

- b. Only professional data, including research data, can be stored in the server directories or on other central resources. Duplication should be avoided and the directories must regularly be purged by the user from useless or stale data in the professional context⁹.
 - c. The user is responsible for the data he produces and stores on the central infrastructure. More specifically, he is competent to assess the relevance of his data and must ensure that the file names match their nature¹⁰.
 - d. The UNIL's IT Center defines the modalities of data protection and data backup¹¹.
 - e. The FBM IT Service defines the access permissions to data in accordance with the department head or delegate.
 - f. The central storage infrastructure belonging to the UNIL's IT Center, the FBM IT Service disclaims any liability for the availability, security, integrity and completeness of data, interruption of service or any other unforeseen incident beyond the safeguards and protection established by the UNIL's IT Center.
 - g. User agrees if circumstances so require that any data not encrypted and stored on the central storage space can be read by some employees of the FBM IT Service and of the UNIL's IT Center. The list of access rights may be requested to the FBM IT Service.
3. For any information stored outside the central storage space (UNIL NAS server) or a central server provided and managed by the FBM IT Service, no warranty is given in regard to the availability, security, integrity and backup of the stored data.
 4. In cases where the intervention of the FBM IT Service requires the backup data or other information, the FBM IT Service is committed to:
 - a. respect the privacy and confidentiality of data;
 - b. destroy data stored after a period of three months.
 5. At the departure of a user, the latter:
 - a. ensures to sort all of his data stored locally on the FBM or UNIL equipment he used for his work and also the data contained in his individual directory on the central storage space, by transferring all remaining professional/research data to a shared directory on the central storage space;
 - b. agrees that any data left in his personal folder on the central storage space will be deleted 30 days after his departure;

⁹ Directive de la Direction 6.2 Utilisation d'Internet, de la messagerie électronique, des réseaux sociaux, de la téléphonie et du poste de travail Art. 4 Utilisation 4.4 Poste de travail et stockage des données, lettre h)

¹⁰ Directive de la Direction 6.7 Utilisation des services informatiques centraux Art. 4 Responsabilités 4.1 Données

¹¹ Website of the FBM IT Service NAS files backup process
Version du 18/05/2018

- c. agrees that any data left locally on the FBM or UNIL equipment can be removed within 30 days after his departure.

6.7 Conditions of use

1. The equipment provided by the FBM IT Service are dedicated to professional or academic use.
2. It is recalled that the possession, display or dissemination of any computer data owned by third parties is protected by the LDA (Loi fédérale sur le droit d'auteur).
3. Limited personal use is allowed provided it meets the following conditions:
 - a. it does not alter the physical and logical configuration of the equipment;
 - b. it does not result in direct costs for the FBM;
 - c. it does not interfere with the user's work and his colleagues;
 - d. it does not affect the interests and image of the FBM;
 - e. it does not overload significantly equipment or infrastructure available and those of other users connected to FBM resources¹². For this purpose, the storage space used is monitored.

7. Consequences of non-compliance use with the Charter

1. In case of non-compliance with the charter and regulations in force at UNIL, the user may be subject to administrative measures taken by the Head of the Department / Service / Institute. These measures are related to the seriousness of the offense, are reserved under the provisions of reference texts mentioned in article 3. The FBM IT Service may in particular:
 - a. Denounce, through the proper channels, the use that does not comply with this charter or the internal Directives of the Rectorate of UNIL;
 - b. Suspend its support for the user who has not observed the requirements of article 6.7, according to the internal Directive 6.9 of the Rectorate of UNIL;
 - c. Reinstall with a standard configuration the IT equipment concerned.
2. Following misuse of computer equipment, fees are charged by third parties to the FBM, the latter reserves the right to require the author of the misuse to reimbursement these expenses.

8. Final dispositions

1. In case of differences of interpretation between the clauses of the Charter and the above-mentioned UNIL directives, only the latter prevail. The laws and regulations referred to in article 3 shall apply in the alternative.

¹² Directive de la Direction 6.7 Utilisation des services informatiques centraux Art. 5 Limitations 5.2
Consommation
Version du 18/05/2018

Plateforme informatique FBM
IT Charter

2. Any update of this charter requires the approval of the department head or manager, the Dean's Office and the Head of FBM IT Service and shall be transmitted by means of official notice to the community of users.

Entered into force on January 1, 2018.

Lausanne,

For the FBM Deanship

.....
Prof. Jean-Daniel Tissot, Dean

.....
M. Philippe Mathis, Administrator

For the Department xyz

.....
Prof. xyz, Director

For the FBM IT Service

.....
M. Mathieu Noverraz, Head of service

Versions

Date	Modification	Author
Nov. 2017	Complet revision of document	ML
Dec. 2017	Corrections in Art. 6.5.2 letter a) and 6.5.5 letters a), b) and c)	ML
May 2018	Spell-Checking	ML