

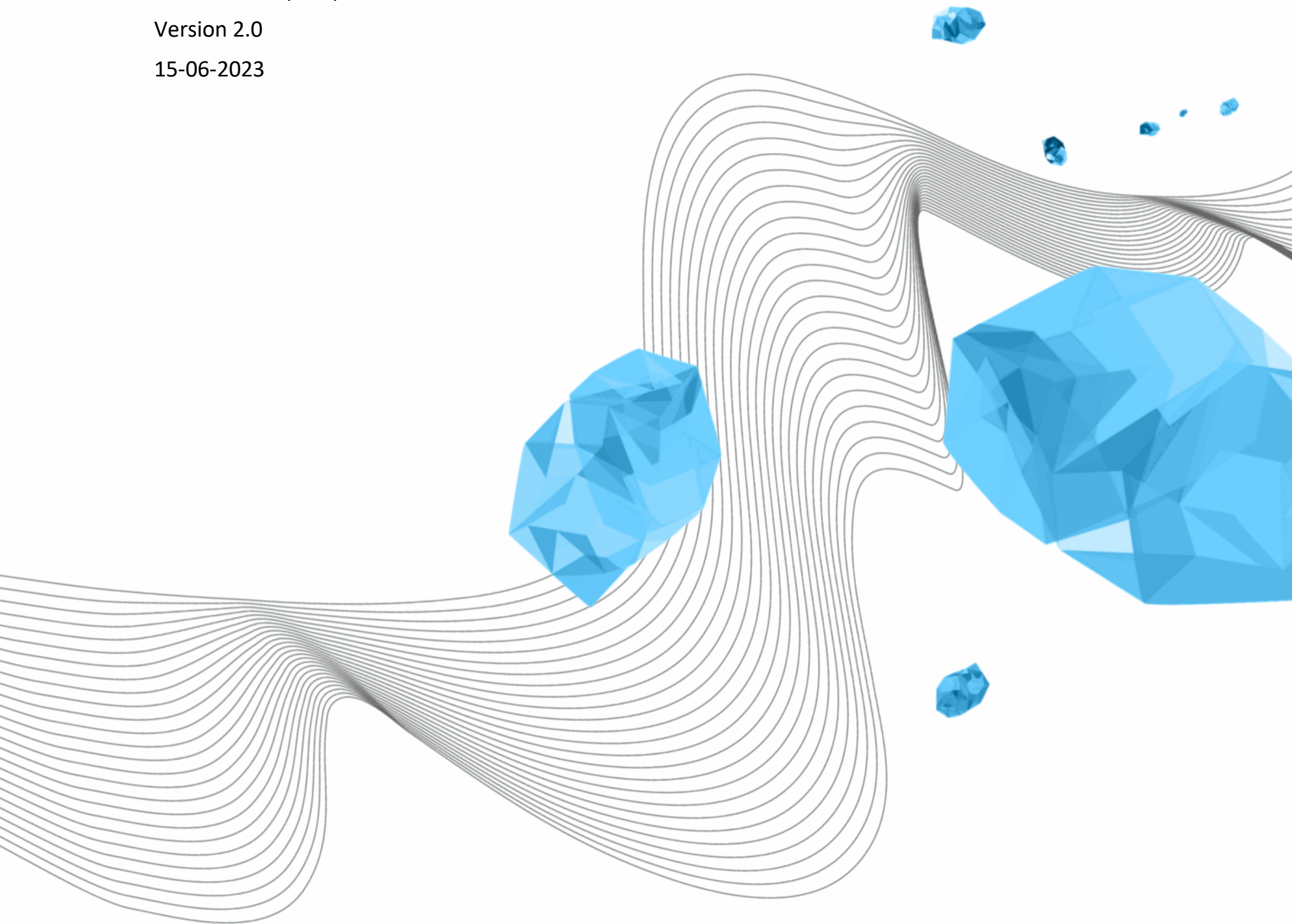
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# CODE OF CONDUCT FOR ICT STAFF OF THE UNIVERSITY OF TWENTE

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## COLOPHON

### ORGANISATION

Library, ICT Services & Archive

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CODE OF CONDUCT FOR ICT STAFF OF THE UNIVERSITY OF TWENTE

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## REFERENCES

VERSION	DATE	AUTHOR(S)	TITLE
1.9	01-10-2019	Jan Evers	Code of Conduct for ICT officials of the University of Twente

# 1 CODE OF CONDUCT ICT STAFF

This code of conduct applies to ICT officials of the University of Twente, referred to as "the University". This includes all staff employed with LISA, the functional managers of various applications, and all other staff that, due to their ICT role or position, have access to data, including confidential data. This code of conduct supplements the University of Twente staff's Digital Code of Conduct (reference LISA-380).

The ICT official is obliged to maintain the confidentiality of all data, including confidential data, of which they become aware during his work and of data for which an obligation of confidentiality was expressly imposed. This obligation remains in effect after the termination of the employment for the University.

This obligation of confidentiality does not apply in respect of other ICT officials (colleagues) where data exchange is necessary for work being carried out by that colleague.

If a targeted investigation<sup>1</sup> is carried out, the obligation of confidentiality does not apply to the other persons involved in this investigation, insofar as the data exchange is necessary for the investigation.

The ICT official is only entitled to read documents or email or to observe the use of information systems (including the internet) by UT staff and students with the permission of that staff member or student. An exception to this rule is when a targeted investigation into an incident or unauthorised use of email or information systems is carried out.

The ICT official only carries out a targeted investigation after an explicit instruction was issued by or on behalf of the Executive Board, per the procedure established for this purpose.

The ICT official complies with the existing statutory regulations and guidelines. This concerns the General Data Protection Regulation, the Computer Crime Act, the Copyright Act and their effects on the University.

In the performance of his job, the ICT official shall display no behaviour that impairs the trust placed in the University or in the organisational unit of the University where they work.

When using information, the ICT official shall work with the utmost care. In any case, the ICT official takes measures to prevent third parties from seeing information not meant for them.

The ICT official shall do everything reasonably possible to safeguard the confidentiality, integrity and availability of data on the University's information systems that they can access.

The ICT official shall report all possible incidents concerning incorrect use or abuse of information and information systems to the Computer Emergency Response Team<sup>2</sup>.

The ICT official has specific powers that align with his position and duties. The ICT official is only permitted to use these powers for the work resulting from his role and responsibilities. Furthermore, the ICT official cannot allow others to use these powers.

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<sup>1</sup> For the policy on targeted investigations see "Procedure Gericht Onderzoek", reference LISA 384

<sup>2</sup> CERT-UT. [cert@utwente.nl](mailto:cert@utwente.nl), 053 489 1313

In case of change or termination of the work, the University will adjust the powers of the ICT official accordingly. The ICT official may be asked to cooperate if such a situation arises.

Failure to comply with this Code of Conduct may result in sanctions imposed by or on behalf of the Executive Board. Article 7 of the University of Twente staff's digital code of conduct applies in this case.

This code of conduct can be quoted as the 'Code of Conduct for ICT officials of the University of Twente'.

## 2 REVIEW OF THIS CODE OF CONDUCT

This code of conduct will be reviewed at least every two years. The following review will be in mid-2025. There may be grounds for an interim evaluation. If that evaluation gives cause to do so, the code of conduct will be adjusted sooner.

The CISO of the University of Twente is responsible for this code of conduct.

The Executive Board determines this code of conduct.