

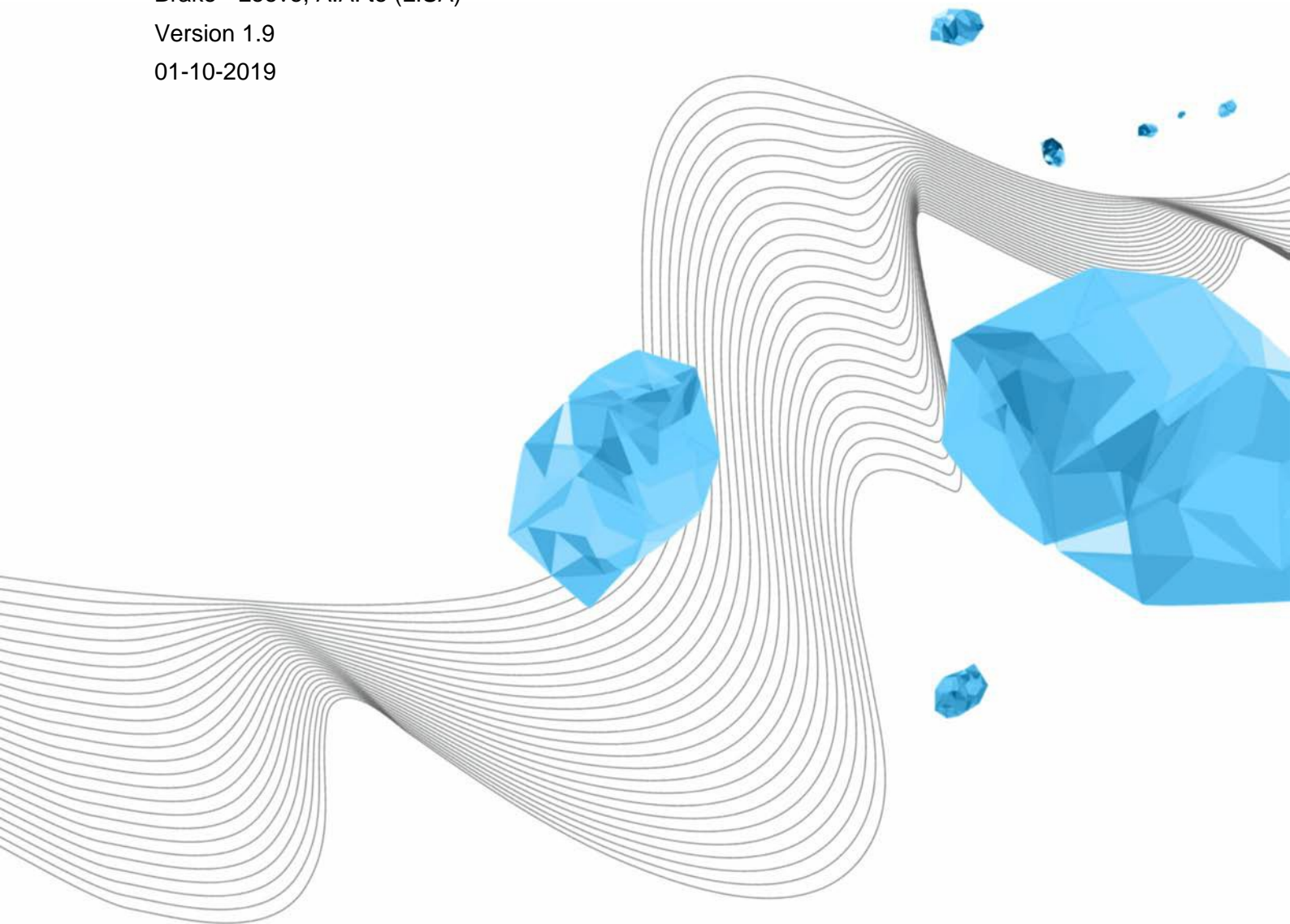
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CODE OF CONDUCT FOR ICT OFFICIALS OF THE UNIVERSITY OF TWENTE

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Version 1.9

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TITLE

Code of Conduct for ICT officials University of Twente

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DOCUMENT HISTORY

VERSION	DATE	AUTHOR(S)	COMMENTS
1.0	13-12-2012	Wim Koolhoven	Final version
1.3	22-11-2018	Rianne te Brake	Revised version, readability
1.4	06-12-2018	Rianne te Brake	Revised version, template adjusted
1.5	15-01-2019	Jan Evers	Comments from LISA MT processed
1.6	29-01-2019	Jan Evers	Comments from LISA MT and Harma Evers processed (inter alia WNRA check)
1.7	26-02-2019	Jan Evers	Positive recommendation from University Operational Management Committee (UCB) (26-02-2019)
1.8	15-04-2019	Jan Evers	11-03-2019 intended adoption by Executive Board (CvB) 10-04-2019 consultation Executive Board and University Council Finance, Staff and Operational Management committee (FPB): to UT consultative body for staff matters (OPUT) for consent and to University Council (UR) for information
1.9	01-10-2019	Jan Evers	24-04-2019 UR: positive recommendation 19-09-2019 OPUT: Addition 3 rd paragraph p4: "... regarding which article 7 of the digital code of conduct for University of Twente staff applies"; OPUT agrees 11-11-2019 adopted by CvB

DISTRIBUTION LIST

VERSION	DATE	AUTHOR(S)	DISTRIBUTED TO
1.3	22-11-2018	Rianne te Brake	Jan Evers, Henk Swaters, Peter Peters, Marc Berenschot, Erna van der Zandt, Wim Olijslager
1.4	06-12-2018	Jan Evers	MT LISA
1.5	15-01-2019	Jan Evers	MT LISA and HR – Harma Evers
1.6	06-02-2019	Jan Evers	UCB
1.7	26-02-2019	Jan Evers	CvB
1.8	15-04-2019	Jan Evers	For consent to OPUT of 19-09-2019 For information to UR of 24-04-2019
1.9	01-10-2019	Jan Evers	CvB, for adoption

1 CODE OF CONDUCT FOR ICT OFFICIALS

This code of conduct applies to ICT officials of the University of Twente, hereinafter referred to as “the University”. This includes all staff employed with LISA, the functional managers of various applications, and all other staff that as a result of their ICT role or position have access to data, including confidential data. This code of conduct supplements the Digital Code of Conduct for University of Twente staff (reference UIM/181204/brk).

The ICT official is obliged to maintain the confidentiality of all data, including confidential data, of which he (read: he or she) becomes aware during his work and of data for which an obligation of confidentiality was expressly imposed. This obligation remains in effect after termination of the work 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 is carried out, the obligation of confidentiality does not apply in respect of the other persons involved in this investigation, insofar as the data exchange is necessary for carrying out a targeted 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 and/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, in accordance with the procedure established for this purpose.

In the performance of his job, the ICT official complies with the existing statutory regulations and guidelines. Among other things, this concerns the General Data Protection Regulation, the Computer Crime Act, the Copyright Act and their effects for 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 for which he works.

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

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

The ICT official shall report all possible incidents with regard to incorrect use and/or abuse of information and information systems to the Computer Emergency response Team (via cert@utwente.nl).

The ICT official has specific powers that are in line with his position and/or duties. The ICT official is only permitted to use these powers for the work resulting from his position and/or duties. Furthermore, the ICT official is not permitted to allow others to use these powers.

In case of change or termination of the work, the University has the duty to adjust the powers of the ICT official accordingly. If such a situation arises, the ICT official may be asked to cooperate in this.

Failure to comply with this Code of Conduct may result in sanctions to be imposed by or on behalf of the Executive Board. In this case, article 7 of the digital code of conduct for University of Twente staff applies.

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

This code of conduct will be evaluated every other year.

This code of conduct replaces the Code of Conduct for ICT officials of the University of Twente dated 13 December 2012.