LIBRARY, ICT SERVICES & ARCHIVE

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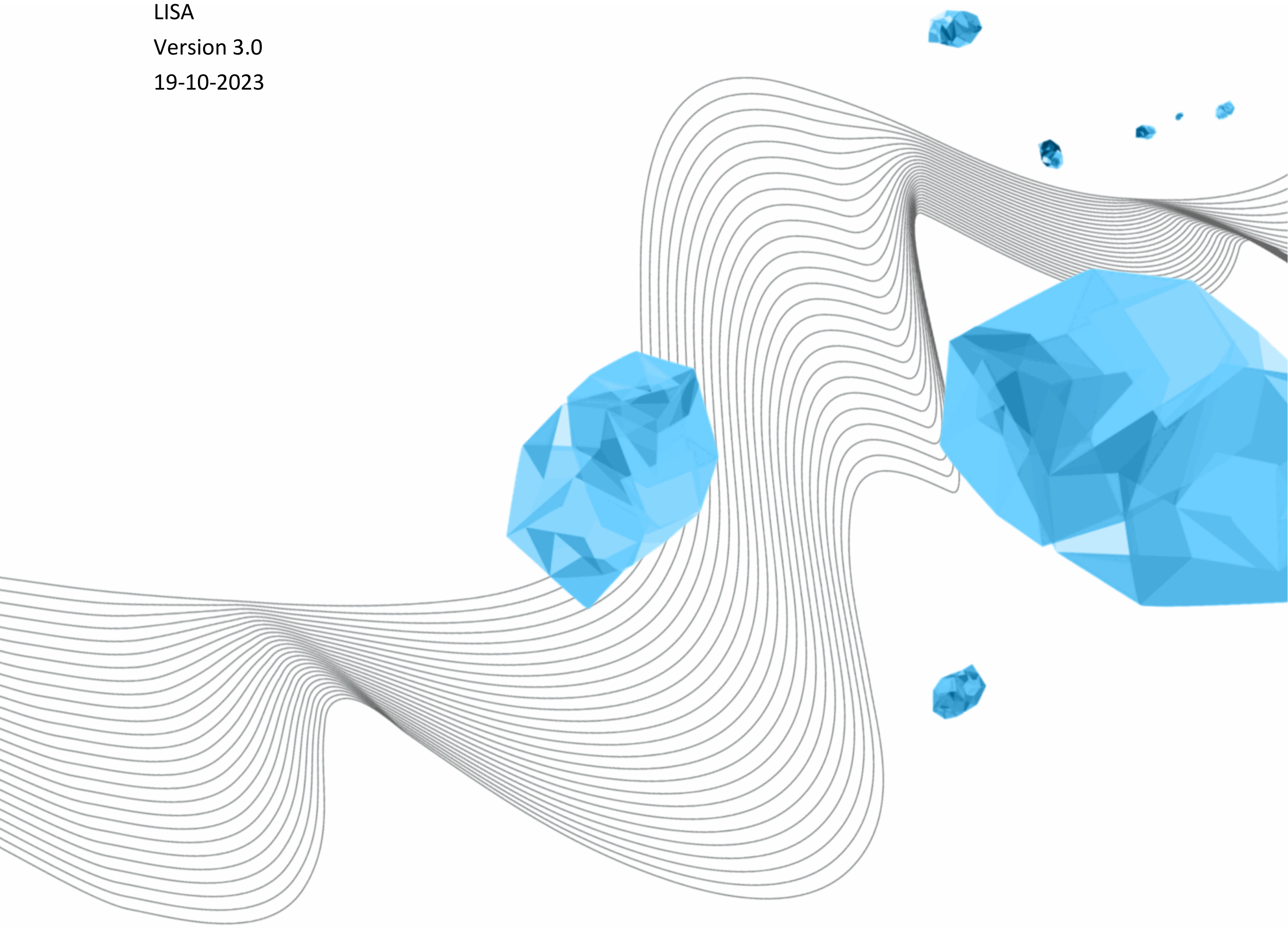
USE OF PERSONAL APPLICATIONS

LISA
Version 3.0
19-10-2023



UNIVERSITY OF TWENTE.

COLOPHON

ORGANIZATION
Library, ICT Services & Archive

TITLE
Use of Personal applications

ATTRIBUTE
LISA-390

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3.0

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AUTHOR(S)
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DOCUMENT HISTORY

VERSION	DATE	AUTHOR(S)	COMMENTS
1.0	10-07-2023	H.W.Swaters	New document
2.0	08-09-2023	H.W.Swaters	Feedback UCB processed
3.0	19-10-2023	H.W.Swaters	Preventing binding license agreements

DISTRIBUTION LIST

VERSION	DATE	AUTHOR(S)	DISTRIBUTED TO
1.0	10-07-2023	H.W.Swaters	MT-LISA, UCB
2.0	08-09-2023	H.W.Swaters	
3.0	24-11-2023	H.W.Swaters	Published on Cyber Security website

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1 INTRODUCTION

Employees and their guests can use (cloud) applications not provided by the University of Twente. There are risks associated with using applications that the University of Twente has not assessed. This policy aims to make employees and their guests aware of these risks and to give them perspective for action. The consequences for the University are formulated in this policy.

This policy is in addition to the existing policy. The Information Security Policy applies to everyone using information, ICT services, and applications of the University of Twente in their own (cloud) applications and on their own devices. This means that the basic security measures outlined in the information security policy must be implemented. Also, the privacy policy and relevant codes of conduct apply.

It is never allowed to use (cloud) applications which have not been assessed for security and privacy risks with an administrative account or an account with administrative rights. Using or storing the University's sensitive company data or personal data in such applications is also not permitted.

It is not permitted to accept license agreements that are binding for the entire university without the written consent of the Director of LISA, reachable through contract management LISA (contractmanagement-lisa@utwente.nl). License agreements must, therefore, be reviewed in advance. For example, Oracle Java SE should not be downloaded and installed on university-owned equipment for this reason. Using Java SE for university purposes is not allowed on personal equipment.

2 RISKS

(Cloud) Applications that have not been assessed for security and privacy risks have the risk that:

- the application contains malware/ransomware that can infect the device or (network) files. The risk here is mainly the loss or disclosure of (sensitive) information.
- in the background, the application collects information that can be misused, for example, by countries with an offensive cyber program against The Netherlands and its interests. The risk is abuse of the information.
- the application creates a profile of a user and their work relations. The risk is that attackers can more easily carry out spearphishing attacks or CEO fraud.
- a license for business use is not always present. This is similar to business licenses that may not always be used privately. There is a real risk of fines.
- ownership of the information passes to the supplier of the applications. The risk is that no patent can be applied for or that competitors use the information.
- the license terms are undesirably binding for the entire university. Think of high costs to which the university is legally committed.
- personal data is unintentionally disseminated, resulting in harm to the individuals involved.

3 GENERAL

1. The University of Twente makes applications available with the proper security measures, ideally suited for most employees.
2. Using an administrative account or an account with administrative rights with applications not assessed for privacy and security risks is never allowed.
3. In such applications, the user is not permitted to process sensitive information or personal data, for which the University is responsible.

4. For everyone who uses information, ICT services and applications of the University of Twente, the Information Security Policy, the Privacy Policy, the Codes of Conduct and the Working Conditions Policy apply.
5. As described in the Information Security Policy, information security is a line responsibility and everyone's responsibility.

4 ASSESSMENT OF (CLOUD) APPLICATIONS

6. LISA contract management is the starting point of the assessment and initially assesses whether the license allows commercial use.
7. LISA Contract Management maintains a list of reviewed applications. It is always preferable to use an application that has been assessed by the University both for uniformity and to mitigate risks.
8. The privacy officer assesses the privacy aspects of the (cloud) application in combination with the data to be processed (privacy by default).
9. Security management assesses the application's security and the supplier's attitude towards security (security by design).
10. The line manager assesses whether the employee can process the information with the application.

5 COSTS AND FEES

11. The UT does not reimburse private purchases of (cloud) applications.
12. The University does not reimburse any costs, including fines, caused by work-related use of the application.
13. 13. The University can recover costs, including fines, caused by work-related use of the application from the user.

6 REVIEW OF THIS POLICY

This policy is reviewed at least every three years. The following review will take place in mid-2026. There may be grounds for a mid-term review. If this evaluation gives rise to it, the policy will be adjusted sooner.

The CISO of the University of Twente is responsible for this policy.

MT-LISA establishes this policy.