

External contractor staff Policy

As provided in the articles 4, 5, 6 of Decision n. 32/2008 of the President of the EUI the supplier is obliged to subscribe to the

[Declaration of commitment to the obligations of the suppliers of goods or services on the processing of personal data, information security and, in particular, the role of system administrator](#)

Regarding those services that require the provision of user accounts and electronic mailboxes, they are provided to the workers for the sole purpose of helping them perform their duties.

The contracted company assumes responsibility for its employees and distributes to them the following policies:

[Policy on the provision of EUI user accounts to the staff of the external contractor](#)

[Policy on the provision of EUI electronic mailboxes to the staff of the external contractor](#)

The user account and mailboxes are provided to the employees of contractors under the conditions contained in the above indicated policies.

DECLARATION OF COMMITMENT TO THE OBLIGATIONS OF THE SUPPLIERS OF GOODS OR SERVICES ON THE PROCESSING OF PERSONAL DATA, INFORMATION SECURITY AND, IN PARTICULAR, THE ROLE OF SYSTEM ADMINISTRATOR

The (company-name), based in (ZIP code, street, city), in the person of its legal representative pro tempore (Ms. / Dr. / Mr. ...)

given that

- The aforementioned company is a supplier to the European University Institute based in Florence, Via dei Roccettini 9, 50014 San Domenico di Fiesole (FI);
- As provided in the European Community legislation regarding the protection of personal data and the security of information technology, with particular reference to Decision n. 32/2008 of the President of the EUI regarding security measures (Article 13) and the obligation of the person in charge and/or system administrators at the EUI to act on instructions from the controller (Article 12);

states

With regard to the protection of personal data and the security of information technology

- To have adequately fulfilled the statutory requirements contained in Articles 12 and 13 of Decision n. 32/2008 of the President of the EUI;
- To have informed its own staff of the rules on Data Protection Regulation in force at the EUI and thereby

agrees

- To issue, at the time of signing the supply contract, [the list of names of employees](#) who perform the role of IT system administrator, software engineer, software developer or technical duties at the EUI along with the indications of their respective role;
- To communicate promptly any changes and issue an annual update of the names and roles of employees working for the company at the EUI;
- To assume all responsibility for obligations concerning personal data protection and security, as required by law in the state in which the company ____ (company name) ____ is based, including the formal appointment of its employees who are responsible for the processing of personal data at the EUI;

- To assume all responsibility for obligations concerning the protection of personal data and the safeguarding of the security of information technology as prescribed by the Regulation in force at the EUI;
- To maintain the secrecy and the confidentiality of information acquired to perform the work commissioned by the EUI. This requirement is extended to the company's employees who perform their duties for the EUI;
- To comply with the provisions in the *"Policy on the provision of EUI user accounts to the staff of the external contractor"*;
- To comply with the provisions in the *"Policy on the provision of EUI electronic mailboxes to the staff of the external contractor"*.

Signature of legal representative

Date: _____

List of the employees of the company company name

| Surname | First name | Date of birth | Role |
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Date (dd/mm/yy):

(to be updated and returned every year according to new changes)

All data provided is processed only for administrative and institutional purposes, as provided in the articles 4, 5, 6 of the Decision of the President n.32/2008

Policy on the provision of EUI user accounts to the staff of the external contractor

This policy applies to contractors that provide the services of their employees in the framework of the contractual obligations agreed with the EUI.

The contractor's employee working on the EUI's premises or via a remote connection using a user account provided by the EUI must sign the following declaration of acceptance:

Provision of EUI user accounts to the staff of the external contractor

Provision of EUI user accounts to the staff of the external contractor

Ms./Mr. _____

Company name _____

With registered office in _____

is assigned

the registered user account EXT *initial letter of first name and surname* provided in the domain 'IUEDOM', granted for use in accordance with the contractual agreement between the EUI and the contractor's employee.

In order to ensure a minimum level of protection of personal data, the user, as provided in articles 4, 5, 6 of Decision n. 32/2008 of the President of the EUI

agrees

to subscribe to the following conditions for providing and using the EUI user account:

GENERAL CONDITIONS OF PROVISION AND USE

1. The user account is assigned to one person and it is forbidden to transfer the same account to any other person;
2. The user account is used **exclusively** for executing tasks for the EUI (either on the EUI's premises or via a remote connection). Any other use is considered improper and therefore not allowed. When the designated term for the user account expires, the user will no longer have access to the EUI systems;
3. All EUI user account names for external contractors are set out in the format *EXT initial letter of first name and surname*. This user account name contains a maximum of 10 characters; should the surname exceed this total it will be abbreviated.
4. The user pledges to inform the EUI (specifically the Computing Service) of any violation of the security user account by third parties, breach of password confidentiality and any other usage that falls outside normal operation;
5. The user is aware that the assigned user account allows the operations performed by the user to be traced, such as internet browsing, access to servers and shared data;

6. The registrant pledges to maintain the privacy and confidentiality of the information acquired during the course of his or her duties at the EUI.

Policy on the provision of EUI electronic mailboxes to the staff of the external contractor

This policy applies to contractors that provide the services of their employees in the framework of the contractual obligations agreed with the EUI.

The contractor's employee working on the EUI's premises or via a remote connection using a user account provided by the EUI must sign the following declaration of acceptance:

[Provision of EUI electronic mailboxes to the staff of the external contractor](#)

Provision of EUI electronic mailboxes to the staff of the external contractor

Ms./Mr. _____

Company name _____

With registered office in _____

is assigned

the registered mailbox _____ granted for use in accordance with the contractual agreement between the EUI and the contractor's employee.

In order to ensure a minimum level of protection of personal data, the user, as provided in articles 4, 5, 6 of Decision n. 32/2008 of the President of the EUI

agrees

to subscribe to the following conditions for providing and using the EUI user account:

GENERAL CONDITIONS OF PROVISION AND USE

1. The mailbox is assigned **exclusively** for performing the given duties at the EUI. Any other use (including spam advertising, political or personal propaganda) is therefore prohibited;
2. The content of the messages in the mailbox is not to be considered private, even if a person's name features in the email address.
3. Assigned mailboxes and all email addresses with a *@EUI.eu* domain are to be considered exclusive property of the EUI. When the user account term expires, the user will no longer have access to the EUI systems;
4. All EUI email addresses for external contractors are set out in the format *Firstname.Surname.Company name@EUI.eu.*
5. The mailbox will be monitored by EUI personnel designated for the evaluation of the provided services and the content of the messages;
6. The transmission of any kind of material to third parties is therefore prohibited, except as required by Decision n. 32/2008 of the President of the EUI and when required by law through a judicial authority request;

7. The registrant agrees to maintain the privacy and confidentiality of the information acquired during the course of his or her duties at the EUI.