

External contractor 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 performing their duties.

The contracted company accepts responsibility for its **employees** and **assures they will comply with the following EUI policies:**

- [Policy on the provision of EUI external contractor user accounts](#)
- [Policy on the provision of EUI external contractor electronic mailboxes](#)

In order to issue the user account and mailboxes to the employees of external contractors, the EUI requires that the individual staff members subscribe to the conditions contained in the policies indicated above.

Declaration of commitment to the obligations of the suppliers of goods or services for the processing of personal data, information security [and, in particular, the role of system administrator.]¹

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

Having regard to the European Union legislation concerning the protection of personal data and the security of information technology, and with particular reference to Decision n. 32/2008 of the President of the EUI regarding security measures (Article 13), and regarding the obligation of the persons in charge of processing [and system administrators]¹ at the EUI to act on the Controller's instructions (Article 12),

Having regard to its status as a supplier to the European University Institute based in Florence, Via dei Roccettini 9, 50014 San Domenico di Fiesole (FI),

hereby declares

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

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

and thereby agrees

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

¹ Only in the cases where the role of system administrator applies.

4. To assume 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;
5. 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;
6. To comply with the provisions in the *"Policy on the provision of EUI user accounts to the staff of the external contractor"*;
7. To comply with the provisions in the *"Policy on the provision of EUI electronic mailboxes to the staff of the external contractor"*.

Signature of the legal representative

Company stamp:

Florence, date _____

List of the employees of the company XXXX

Surname	Name	Date of Birth	Role

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 services to the EUI in the framework of the contractual obligations agreed with the EUI.

The contractor's employee is required to sign the following declaration of acceptance when he/she is issued with a EUI user account:

Provision of EUI external contractor user account

Provision of EUI external contractor user account

Ms./Mr. [SURNAME, First name]: _____

Employee of the company: _____

With registered office in: _____

is assigned

the 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, as provided in articles 4, 5, 6 of Decision n. 32/2008 of the President of the EUI, the user

hereby agrees

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

GENERAL CONDITIONS OF PROVISION AND USE

1. The user account is assigned to one person and the transfer to any other person is not allowed;
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 have the format *EXT initial letter of first name and surname*. This user account name contains a maximum of 10 characters; the account name will be abbreviated should the surname exceed this total.
4. The user must inform the EUI (specifically the ICT Service) of any violation of the security of his assigned user account, breaches of password confidentiality and any other usage that falls outside legitimate use;
5. The registrant must maintain the privacy and confidentiality of the information acquired during the course of his or her duties at the EUI.

Florence, date:.....

Sign to acknowledge and accept the conditions

.....
(*legible signature*)

Policy on the provision of an EUI electronic mailbox to the staff of the external contractor

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

The contractor's employee is required to sign the following declaration of acceptance when he/she is issued with a EUI mailbox and email address:

Provision of EUI external contractor electronic mailboxes

Provision of EUI external contractor electronic mailboxes

Ms./Mr. [SURNAME, First name]: _____

Employee of the company: _____

With registered office in: _____

is assigned

the mailbox with the following email address 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, as provided in articles 4, 5, 6 of Decision n. 32/2008 of the President of the EUI, the user

hereby agrees

to subscribe to the following conditions for providing and using the EUI mailbox:

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 not allowed;
2. Assigned mailboxes and all email addresses with a *@EUI.eu* domain are to be considered exclusive property of the EUI;
3. All EUI email addresses for external contractors are set out in the format *Firstname.Surname.Company name@EUI.eu*;
4. The registrant must maintain the secrecy and confidentiality of the information acquired during the course of his or her duties at the EUI.

Florence, date:.....

Sign to acknowledge and accept the conditions

.....
(legible signature)