



# User Agreement

Version 1.0

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## Document Information

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Owner	IRC Information Governance Management Group
Author	Samantha Crossfield
Compliance	ISO 27001 for scope defined in <a href="#">IRC Framework of the Information Security Management System</a>
Review plan	Set in the <a href="#">IRC IS Documentation Procedure</a>
Related Documents	<a href="#">University of Leeds Information Security Policy</a> IRC Framework of the Information Security Management System

## Version History

Version	Date	Change description
0.1	27/06/2016	Initial version
1.0	20/10/2016	Submitted for sign off

## Sign Off

Name	Date	Role
Barry Haynes		Chair of IGMG and Head of Enterprise Architecture, University of Leeds

Master version:

Signature.....



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## 1. Agreement Summary

This document defines the conditions to be abided during use of the Integrated Research Campus (IRC) facilities. The IRC services, infrastructure and resources are for use in secure data handling. They are provided or arranged by the University of Leeds and maintained by the IRC Data Services Team. The user accepts the conditions herein by signing this agreement, which is counter-signed and stored by the IRC Data Services Manager. An agreement is required prior to use of the IRC data services and credentials by a user. It can be used for one or multiple projects.

The following points summarise what constitutes acceptable use of the IRC services:

- 1.1. **Governance** - Don't break the law, do abide by the University of Leeds and IRC regulations and policies, and observe the regulations of any third parties whose facilities you access
- 1.2. **Identity** - Don't allow anyone else to use your IT credentials, don't disguise your identity and don't attempt to obtain or use anyone else's
- 1.3. **Infrastructure** - Don't put the institution's IT facilities at risk by introducing malware, interfering with hardware or by loading unauthorised software
- 1.4. **Information** - Safeguard personal data, respect other people's information and don't abuse copyrights. Remember that mobile devices may not be a secure way to handle data
- 1.5. **Behaviour** - Don't waste IT resources or interfere with others' legitimate use or behave towards others in a way that would not be acceptable in the physical world

Terms within this document are used as defined in the IRC Glossary of Terms.

## 2. Use of University of Leeds IRC Systems

- 2.1. I have read and agree to abide by the following:
  - [University of Leeds Use of Computer Systems Policy](#)
  - [IRC Framework of the Information Security Management System](#)
- 2.2. I will comply with instructions from people with delegated authority in support of these policies and information security
- 2.3. I will raise any concerns or breaches of these policies (by myself or others) with the IRC Data Services Team

- 2.4. I will review these policies prior to using the IRC, periodically thereafter and when I am informed that they have been amended
- 2.5. I understand that my responsibilities for information security remain valid beyond my use of IRC systems
- 2.6. I understand that any breach of this user agreement will be handled in accordance with existing University of Leeds procedures
  - This may include restriction or denial of access to the IRC, or other actions as the University sees fit, for myself, my team or my organisation
  - Where criminal offences have taken place information about infringement may be passed to appropriate law enforcement agencies, and in some cases organisations whose regulations have been breached
- 2.7. If I access IRC systems while away from the University of Leeds campus or from mobile devices I will abide by the [University of Leeds Mobile and Remote Working Policy](#)
- 2.8. I will not put IRC systems at risk before, during or after my use of them
- 2.9. I agree to the University of Leeds contacting my HR department and / or providing a CV upon request. Such information may, for example, be used in verification and to set up appropriate access.

### 3. Legislative Requirements

- 3.1. I will adhere to legislations, acts and regulations, including those listed in the IRC Framework of the ISMS, as applicable. I accept that ignorance is not an adequate defence for unlawful behaviour
- 3.2. I will not create, store or transmit material that is unlawful, indecent, offensive, defamatory, threatening, discriminatory or extremist, unless such actions are pre-registered with the University.
  - The IRC reserves the right to block and / or monitor access to such material

### 4. Training

- 4.1. I have successfully completed all necessary training as communicated by the IRC Data Services Team and provided evidence of completion (which will be logged indefinitely). I understand that access to IRC facilities may depend on this
- 4.2. I will undertake any further training as identified during the course of my project for example by data providers or by the IRC Data Services Team. Ongoing access to IRC resources may depend on providing evidence of completion

## 5. Determining Usage

- 5.1. While agreeing any usage of IRC services, I will convey the following:
  - Any external requirements, including ethical, legal, funding, departmental or project requirements
  - Project details and members
  - Information about any data sources or providers and their consent or stipulations for data access, handling, storage, sharing, output and destruction
- 5.2. I will seek IRC approval for usage of the facilities for purposes not specifically related to the projects I am authorised to work on

## 6. Authentication and Access Control

- 6.1. I will abide by the IRC access processes set in the [IRC Access and Usage Procedure](#)
- 6.2. I will abide by the [University of Leeds Password Usage and Management Policy](#) for any passwords onto IRC systems. This includes:
  - Changing, upon first logon, any initial default passwords I am given
  - Setting unique and complex passwords, as defined in the policy
  - Keeping my passwords known and used only by me
  - Not storing my passwords in clear text in any file
  - Not using any 'remember password' feature offered by applications

## 7. Breach Prevention

- 7.1. I will keep secure any fob, identity hardware, key or other medium provided for the purpose of accessing IRC infrastructure. This includes:
  - Keeping these unmarked, about my person, and stored unobtrusively
  - Not sharing or giving these to others
  - Not altering these or making copies or enabling others to do soIn the event of loss or theft, I will inform the IRC Data Services Team as soon as I become aware of this
- 7.2. I will maintain a desk environment that is clear of classified information
- 7.3. I will not provide access to areas with IRC facilities for unauthorised persons
- 7.4. I will scan any files I am providing using University-approved anti-virus software before submitting them for upload onto IRC systems
- 7.5. I will not submit files for upload onto IRC systems using a removable medium that is, or is suspected of being, virus infected
- 7.6. I will not follow links in emails or open email attachments where there is any suspicion regarding the content or sender
- 7.7. Any guests that I bring to areas with IRC facilities will sign in and not be left unattended

## 8. Infrastructure

- 8.1. I will not jeopardise the integrity of the IRC IT infrastructure and security measures. This includes doing any of the following without approval:
  - Damage, reconfigure or move equipment or the network, or make network connections
  - Load software or set up servers or services on the network
  - Introduce malware (deliberately or recklessly)
  - Interfering with network scanning procedures

## 9. Using IRC Resources

- 9.1. I will use IRC resources as agreed with the IRC, and in accordance with any consent or approval in place for that data or project

- Any changes are made with the agreement of the IRC Data Services Team and any necessary providers and ethics and governance bodies
- 9.2. I will not bring unauthorised files or equipment to or from IRC systems. This includes taking snapshots, notes or otherwise copying information when this may be in breach of security or approved use
- 9.3. I accept that my usage may need to change as required by changes to IRC resources and / or legal, security or governance requirements
- 9.4. I understand that general norms of acceptable behaviour apply as they do in the real-world and will not cause needless offence, concern or annoyance to others
- 9.5. I will not recklessly consume resources or interfere with other's valid use of IRC resources
- 9.6. I or my project team will notify the IRC should I no longer have a basis for using IRC resources

## 10. Secure and Confidential Information

When using data that is classified as IRC Secure or IRC Confidential (as set in the [IRC Data Classification Procedure](#)):

- 10.1. I will additionally abide by the [University of Leeds Information Protection Policy](#)
- 10.2. I will abide by the [Data Protection Act 1998](#) wherever it applies, and follow the guidance notes for staff that are set in the [University of Leeds Code of Practice on Data Protection](#)
- 10.3. I will first undertake any required approved training and send a copy of the certificate to the IRC Data Services Team
- 10.4. I will present a valid drivers' licence, passport or other nationally recognised equivalent in order to be granted access to IRC safe rooms, and follow the [IRC Access and Usage Procedure](#)
- 10.5. I will only use, share or publish identifiable data (that is not publicly available) with informed consent or an otherwise legal basis and with ethics and

governance approval

- 10.6. When using secure and confidential information, I will submit outputs, including graphs, figures and tables for review by the IRC to ensure they are in accordance with information governance and data protection requirements

## 11. Data Usage and Outputs

- 11.1. I will adhere to any relevant data usage terms be they requirements from law, data sources, this agreement or ethics or governing bodies
- This includes terms regarding the usage, linkage, sharing and transferral of data or data subsets
- 11.2. I will not make any attempts at data re-identification or unapproved data linkage while using the IRC (even to test a potential for re-identification)
- 11.3. I will immediately notify the IRC Data Services Team should I:
- Recognise a potential for re-identification
  - Make an identification from any de-identified data
- 11.4. I will acknowledge IRC systems and services where they contribute to a publication or presentation
- I will share details with the IRC for their reference

## 12. Monitoring and Audit

- 12.1. I understand that actions performed on IRC facilities are audited and subject to internal and external review. This may, for example, support: the planning and operation of facilities, the detection of regulation infringement and investigations into conduct.
- 12.2. I accept that in accordance with the Telecommunications (Lawful Business Practice [LBP]) (Interception of Communications) Regulations 2000 (Statutory Instrument 2000 No.2699) the University reserves the rights to monitor users' activities to:
- Record evidence of official transactions;
  - Ensure compliance with regulatory or self-regulatory guidelines (including this Policy);
  - Maintain effective operations of systems (e.g. preventing viruses);



- Prevent or detecting criminal activity;
- Prevent the unauthorised use of computer and telephone systems – i.e. ensuring that the users do not breach University policies.

12.3. I will comply with any reasonable requests from the University of Leeds for information about my use of IRC systems within my project/s, to ensure compliance with this agreement

12.4. I accept the use of CCTV for security purposes across the sites where IRC facilities are situated

12.5. I agree to the University of Leeds processing my personal data as set out in the [University's Data Protection Code of Practice](#)

### 13. Costs

13.1. The financial plan for my projects covers costs for the provision of IRC data services as agreed with the IRC Data Services Team

13.2. I accept that costs are handled in accordance with the University of Leeds financial procedures and will adhere to these

13.3. I accept that the University of Leeds may terminate or restrict use if payments become overdue

### 14. Declaration

I understand and acknowledge the conditions herein (The IRC User Agreement) under which I may use the resources of the IRC

Name .....

Position .....

Organisation .....

Address .....

Signed .....

Date .....



IRC Data Services Manager

*Name* .....

*Signed* .....

*Date* .....