



Liability Agreement for Access to and Use of IT Resources at Karolinska Institutet

This liability agreement covers IT resources and services owned or maintained by Karolinska Institutet (KI). 'IT resources' refers to computer resources, data networks, applications, systems, peripherals and accounts. Persons authorised to use the IT resources of KI are employees, doctoral students, students and guests who have been granted authorisation or have, by some other means, been given permission to use the University's IT resources.

The following applies to the authorised user:

- Authorisation and its associated resources are personal and may only be used by the authorised user. Passwords connected to authorisation must be protected, kept secret and may only be used by the authorised user.
- Authorisation will be revoked at the end of the employment or equivalent at KI. KI has the right to withdraw any authorisation that has been inactive for more than six months, unless there is an agreement otherwise and upon suspicion of, or connected to unauthorised use.

The following applies to the use of IT resources:

- All use of IT resources will be conducted in accordance with Swedish law and SUNET's regulations, as well as KI's regulations and guidelines. The regulations and guidelines for KI and SUNET, respectively, can be found at: <https://staff.ki.se/information-security> and <https://www.sunet.se/about-sunet/>.
- IT resources are intended for work connected to KI's activities. Private use should be avoided and is only permitted on the condition that it does not breach KI's ethical values and that ordinary activities are not disturbed.

- For example, the use of KI's IT resources for the following are not permitted:
 - Downloading files or software which is not work-related.
 - Storing, distributing or using data or software which is not connected to your work at KI.
 - Searching, storing or distributing unauthorised material.
- IT resources must be protected against unauthorised access. Mobile items may not be left unattended.

Monitoring and logging

KI's IT resources and data networks are monitored and logged to identify and prohibit misuse of IT resources. The logs are saved and archived in accordance with KI's regulations on screening and filing. If necessary, these may be used as evidence in the event of infractions. KI owns the rights to all data connected to IT resources within the University.

If the authorised user requires exemption from this liability agreement, any exemptions must be documented and decided by the account holder's head of department, head of administration and IT-Security manager.

By signing this document, I acknowledge the above and undertake to keep myself informed of and act in accordance with Swedish law, as well as the KI regulations and guidelines for use of IT resources at KI. I am aware that irresponsible use and failure to follow these instructions may result in access to IT resources being revoked or in disciplinary and/or legal action being taken.

I have read and understood KI's set of rules and regulations, (*Information security policy, Guiding Principles and Rules on Information Security at Karolinska Institutet, etc*) which can be read on the KI Staff portal:

<https://staff.ki.se/information-security>.

This agreement must be signed by the user (manually or e-signed) and archived in HR-Archive.

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Signature

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Full Name

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Personal Identity Number

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Location Date