

Use regulations for information systems

Turku University of Applied Sciences 10 Feb. 2022

1 Purpose of the regulations

Turku University of Applied Sciences shall guarantee the confidentiality, integrity and usability of the information for all user groups and to offer a trustworthy and safe environment for data processing. These and other regulations have been created to help the users belonging to different groups to recognize the rights, responsibilities and obligations related to their user rights. The use regulations of information systems are maintained by Learning Environment Services.

Even unintentional negligence of the obligations related to the user rights might also endanger the integrity, confidentiality and usability of the information owned by other users.

These regulations are applied to all information systems under the administration of Turku UAS or information systems that are otherwise the responsibility of Turku UAS, their use, and for the users also in terms of services, to which the possibility to use or user right have been obtained through Turku UAS. These regulations also apply the workstations in general use at Turku UAS and all devices connected to Turku UAS' network.

All users of information technology at Turku UAS should, in addition to these regulations, comply with the other rules and instructions provided by Turku UAS on information systems, good practices and the Finnish law.

2 Principles of use

The general principles which guide all use and interpreting the use regulations are:

- Using the systems requires a valid user right.
- All those entitled to use have the opportunity to reasonable and appropriate use of the information network and its services.
- Damage or harm may not be caused to other users or the organizations or information systems in the computer network.
- Privacy protection must be respected.
- The user right issued by Turku UAS is personal.
- The user is responsible for all use of their user ID.

The information systems of Turku UAS are intended as tools for carrying out duties which are related to studies, teaching, research or administration at Turku UAS. Other use requires a written permission. Private use is allowed to a lesser degree and only in the respect that it does not hamper other use of the system in question and is not conflicting with the regulations provided on the system or general use regulations. To ensure privacy protection, private materials should be kept clearly separate from work-related materials.

Materials in a student's home directory are always considered private.

To ensure privacy protection, the staff should always keep private materials clearly separate from work-related materials. Private materials should be saved in own folders, and their names should clearly indicate privacy (e.g., private).

Commercial use for other purposes than on behalf of Turku UAS is allowed only with a specified written permission.

Use for political activities (such as campaign advertising) is forbidden. The activities of the political student associations and field-specific associations related to the activities of the Student Union and the activities of the Board of Turku UAS and trade unions of the staff etc. make an exception.

3 User's responsibility

All users of the information systems are for their part responsible for the overall security of Turku UAS' information systems and the information contained by them.

- Unauthorized acquisition or attempted acquisition of the information contained by the information systems is forbidden. For example, searching for and reading information and files which belong to another user is allowed only if the user has deliberately published them for the other users of the system.
- If the user accidentally obtains information addressed or belonging to someone else, it is forbidden to utilize, recover and spread them. The administration personnel and the user in question must be informed of such an event.
- The user right cannot be used to seek data security holes, for unauthorized decryption, for listening to or changing telecommunications, or for infiltrating other systems, directories or services.

All users shall take care of issues related to joint information security for their part. Even if the user in question does not have any special information that needs to be protected, other users might have.

All users of the information systems are for their part responsible for the overall security of Turku UAS' information systems. All detected or suspected deficiencies or misconducts of information security or suspected data security breaches shall be notified to the Data Protection Officer of Turku UAS, at cert (at) turkuamk.fi.

Turku UAS aims to protect all users from malware, junk mail and efforts to infiltrate the systems or individual workstations. Users shall also take care of their own share in these activities according to the provided instructions.

Users are responsible for protecting their files specifically to each system. Turku UAS makes backup copies of the information in the central information systems but is not responsible for any damages caused by possible destruction of files.

The user is under an obligation of confidentiality in terms of the information contents, methods of application, security level and properties of the systems when required by the purpose of use of the information systems, orders given on their use or legislation.

Connecting devices to the information network of Turku UAS requires a permission. In particular, this applies users' own devices such as laptops.

4 Right to use and usernames

Users are granted access rights to specified information systems based on an application unless the applicant's procedure against the permit conditions or another reason creates an obstacle for issuing the permit. The user right is based on the user's position/duties (staff, students, other) at Turku UAS or for a special reason, it can also be granted to someone outside the Turku UAS community.

Activating the right to use requires that the user is committed to adhere to these rules and the other instructions and orders related to the use. The user shall get to know the instructions for use and rules which apply the system in question in advance.

The user right shall not be transferred to someone else. If a user has reason to suspect that someone else has found out their password or other identifier, the password must be changed, or use of the identifier immediately prevented.

5 Validity of the user right

The user right ends after the requirements for its validity have ended:

- when the user is no longer in an employment relationship or a student at Turku University of Applied Sciences
- when a user right granted for a fixed period expires or
- when the user's position or task changes thus that there are no longer grounds for having user rights to the information system in question.

Before this, the user shall take care of moving or deleting the information under the ownership of their username. The user right and the related material are deleted after a specific period from the expiration of the user right. The user right can be invalidated, and the usernames, files and email folders deleted, if the user right has been uninterruptedly unused for over 6 months.

6 Maintenance of the information systems

Each information system of Turku UAS shall have an appointed responsible party (owner), who is responsible for the purpose of use, functions and contents of the system and its use. The owner of the information system creates the instructions for use and takes care of that the services of the information system and its use adhere to these rules. The owner is responsible for the duties which belong to the controller in accordance with data protection legislation for the part of their own system.

The information system shall have a technical systems administrator appointed by the owner. The duty of the administrator is to technically oversee the information system and its functions, the operating system, other applications, devices, ensuring the data and information security. The administrator can be an appointed member of the Turku UAS community or an external operator such as the supplier or service provider of the information system.

The unit for the operations and data processing of which the information system has been procured for is the owner of the information system. The information systems administered by the units of Turku UAS are the responsibility of the manager of the unit in question or a person appointed by them in writing. A separate list is kept of the persons responsible for and administrative staff of each unit's systems.

A unit of Turku UAS refers to a campus of Turku UAS, a function within Corporate Services or the teaching faculties, or another operative area of responsibility. More specific orders on the

maintenance of the information systems, the administrator's rights and responsibilities in the management of the information system's functioning and use and on managing its information security are given in the Maintenance rules for information systems.

6.1 Log data

Log data is recorded on the functions and use of the information systems for the following purposes:

- for implementing and developing information system services and for managing their information security and data protection
- for taking care of the data protection of the data contained by the systems
- for detecting and repairing possible problems and technical failures
- for detecting, preventing, clarifying and submitting any misconducts targeted at the service to preliminary investigation.

7 Misconducts and their consequences

Activities against the rules or orders given on the use of the information systems of Turku UAS or using the information systems contrary to good practice or against the Finnish law are considered information technology violations. If the misconduct is illegal, it may be submitted to the police for investigation.

As a temporary action, Turku UAS has, without any separate notification, the right to limit the use of such service which significantly loads the network or the information systems of Turku UAS or which as contrary to the law, good practice, the conditions in this agreement or instructions or orders given on using the service can damage the operations of Turku UAS as a service provider.

Due to activities contrary to the rules, the user right to systems can be either permanently or temporarily removed.

The persons responsible for the maintenance monitor the compliance with these and other rules, instructions and orders.