

User Accounts Application Form

TU Berlin - Institute of Mathematics - EDP Research Area

Status as of 5/2018

Responsible Person

Last Name: First Name:

Phone number (office): 314- Room (office):

Working group/dept.:

Period of usage: from . . until . .

Password¹: (At least 8 characters. Case sensitive!)

Requested Usernames (At the most 8 characters.)

The responsible person must make sure that:

Any new user acknowledges the attached mandatory regulations and then forward this to the user administration.
Any new user is informed about our data privacy statement.

Date/Signature of person responsible: _____

Confirmation by group contact person (GAP)³

Not to be completed by the applicant! GAP: Tick appropriate box(es).

<input type="checkbox"/> numerik	<input type="checkbox"/> combi	<input type="checkbox"/> stoch	<input type="checkbox"/> mathphys
<input type="checkbox"/> geometer	<input type="checkbox"/> extern	<input type="checkbox"/> algebra	<input type="checkbox"/> fbv

Name of group contact person: _____ Date/Signature: _____

Staff members only!

processed by: _____

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¹Have to be changed at first login!

²<http://www.math.tu-berlin.de/Rechnerbetrieb/Forschungsbereich/Betreuung/GAP.html>

- For the user -

Rules for the EDP area of the
Department of Mathematics

at the Technische Universität in Berlin

This english translation is for the convenience of our guests. Please note that it has
no legal implications. The german text is, in case of doubt, decisive.

17 May 1995

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1 Area of Use

These rules govern the use and the operation of the information technological equipment available in the Department of Mathematics, such as computers, perimeter equipment, data cabling and equipment for data transfer. The EDP area of the Department of Mathematics is divided up into:

- **Teaching computer area**, the EDP equipment situated directly in the department which is solely intended for teaching purposes,
- **Research computer area**, the EDP equipment, situated either directly in the department or located in the sub-divisions of the department, which is intended for research and teaching purposes,
- **Administrative computer area**, the EDP equipment in the departments administrative area, the secretariats, the mathematical library or, if applicable, other equipment belonging to the department which is not used for research and teaching purposes.

All EDP equipment located outside of the EDP area of the Department of Mathematics, which can be reached by means of equipment situated in the Department of Mathematics, will be defined as **external equipment** in the following text.

2 Computer Operational Staff

The following belong to the **computer operational staff**:

- the supervisor of the EDP area,
- all employees in the department with permanent tasks/duties in the computer area,
- all members of the department, who are employed for a limited period of time with tasks/duties in the EDP area.
- student assistants with tasks/duties in the computer area.

In case of doubt the supervisor of the EDP area will determine the affiliation to the computer operational staff.

The Department of Mathematics puts the EDP equipment at disposal. The implementation of measures connected with the use of EDP equipment lie within the duties of the computer operational staff. The decisions made by the computer operational staff are governed by the department board.

The **computer operational staff**:

- administrates the resources and the user authorizations,

- are in charge of the information technological equipment,
- carries out technical measures to support the adherence to legal regulations, especially data security,
- governs the entrance to the rooms (computer rooms) designated mainly for the use of the information technological equipment and also the extent of use, especially restrictions to length of use and user priorities.

This applies, unrestricted, to the teaching computer area as well as public accessible computer rooms in the research computer area.

With all other information technological equipment in the research and administration computer area such regulations are only to be undertaken, when they are necessary due to organisational and operational reasons, and they must be discussed with the respective work team concerned.

- is authorized, data which is stored and has been created by the use of the department network,
 - to store data in order to ensure the proper operation as long as this is necessary for technological reasons,
 - to check data, when definite indications exist of violations against the user rules or legal regulations, and to record, as far as is necessary, for the purpose of securing evidence,
 - to copy data onto a data medium for the sole purpose of **backups**.
- may prohibit the use of resources, when definite indications exist of violations against the user rules or legal regulations.

The subdivisions of the department will nominate a representative, who will support the computer operational staff with the accomplishment of their tasks/duties. The nominated representatives are subject to the same regulations as the members of the computer operational staff with the accomplishment of the tasks/duties delegated to him.

3 Use

The use of the EDP areas by a user requires an authorization. A **user authorization** can be received upon application sent to the computer operational staff.

- in the research area:
 - all employees in the Department of Mathematics, in order for them to perform their official duties,
 - students, upon application by the professor in charge for use of the resources only available in the research area,
 - further legitimate persons, when use is intended for the department,

- in the teaching computer area:
 - students, who visit a lecture with **computer exercises**, authorization would be applied for by the lecturers or the academic employee, who is in charge of the lecture,
 - undergraduates, upon application by the professor in charge, for preparation of examination papers,
 - members of the department, in well-grounded cases, for use of the resources available in the teaching computer area,
- in the administrative computer area:
 - persons employed in the Department of Mathematics in order for them to perform their official duties/tasks,

as far as capacity is available.

In the administrative computer area the respective secretaries and the respective supervisory professor of the relevant sekretariat will receive a user authorization without separate application.

In all cases the user authorization would only then be granted, when the future user has acknowledged, in writing, the provisions of these rules. The use of the department network on this basis is free of charge.

The user authorization can be granted for a limited period of time. This applies especially to students, who require a user authorization for the preparation of their thesis or other work accompanying their studies or for the purpose of participation in computer-supported lectures, and for guests. The authorization of a user, who may use the equipment for a limited period of time, ceases to exist upon expiration of the time period. The authorization of a user who has unlimited use of the equipment expires with lapse of their requirements. The user authorization terminates for members of the Department of Mathematics when they leave the Department of Mathematics. After expiry of the user authorization the computer operational staff will prevent the use of the department network and delete the files of the user. For a transitional period he can be allowed use to complete preceding tasks.

Private use of the area is not allowed: facilities and equipment belonging to the Technische Universität of Berlin may only be used exclusively for purposes of scientific/academic research and teaching.

The computer operational staff is authorized to collect user surnames, first names and register numbers or departments of each user and process the user authorization and the user modalities for the purposes of system management, user authorization management and resource management. The transmission of data about the user to a third party is not allowed. All data about the user will be deleted no later than one year after expiration of the user authorization.

4 Rules / Regulations

The user rules make the systematic operation of the EDP equipment possible and guarantee the safety of people, data and equipment.

- All users are allowed appropriate and responsible use of the information technological equipment. On the understanding that use is based on **mutual agreement**.
- Each user should make himself familiar with the use of **e-mail**, especially to be able to receive messages from the computer operational staff.
- All **legal regulations** which concern the use of the information technology, especially data security and copyright regulations, are to be observed,
- Basically all information technological equipment is at the disposal of all users in the scope determined by the Department of Mathematics. The only exceptions to this rule are:
 - equipment, which is specially provided or used in a special way in individual sub-divisions of the department,
 - the teaching computer area.

Limitations and exceptions would be adapted to the respective current situation and made known by the computer operational staff by means of an appropriate information service.

- The department network is to be used **economically**. Excessive costs are to be avoided. This applies among others to:
 - occupying the computers in the computer rooms,
 - the use of resources (e.g. CPU time or disc space) in excess of the normal amount,
 - the use of printers.
- The resources of **external EDP equipment** (especially the use of information services) should be used economically.
 - international data traffic export regulations and the laws of other countries concerned should be observed.
 - external EDP equipment may only be used by the TU for the purpose of research and teaching. The use of external EDP equipment in the teaching computer area is basically prohibited for participants of lectures.
 - with importation of data from external equipment, danger to the department network should always be kept in mind and avoided.
 - if the use of external EDP equipment causes costs or fees, use must be applied for through the supervisor of the EDP area in the Department of Mathematics. Use can be refused if a less expensive alternative exists or if no funds are at disposal in the Department of Mathematics for the intended purpose of use.

- It is the users own **responsibility** to protect their own data and their authorization from misuse and unauthorized access within the technical and organisational possibilities at their disposal. Suspicion of misuse must be reported immediately to the computer operational staff.
- Changes in the configuration of the department network, especially by temporary connections of portable information technological equipment to the department network, may only be undertaken with the consent of the computer operational staff.
- All acquisitions of EDP equipment, also those which are not bought out of Department of Mathematics funds, are to be co-ordinated with the supervisor of the EDP area. The computer operational staff are only in charge of equipment which is compatible with the infrastructure onhand. Equipment and computer architectures, which are not compatible with the equipment technology onhand, whose personel care cannot be guaranteed or would lead to considerable additional expenses for the department, will not be taken care of by the department, especially not intergrated in the computer network. The department does not put any resources at disposal in such cases at all.

5 Prohibitions

Notwithstanding legal regulations the user is forbidden,

- to use information technological equipment for statements in picture, sound or text which glorify violence, pornography or racial hatred. Also statements are forbidden which discriminate against sex, race or religion,
- to call up, to transport or to store computer games,
- to make it possible for other people to have unauthorized access to your authorization or the EDP area, e.g. by passing-on the **password** or by negligent behaviour,
- to obstruct the computers in the computer rooms by more than very short work breaks,
- to smoke, to eat or to drink in the computer rooms,
- to cause avoidable noise with the use of the EDP area,
- to use the EDP area to supervise other users,
- to turn equipment on or off. With the exception of monitors and public accessible personal computers, if necessary,
- to plug-in or unplug connectors, especially to disconnect the power supply or to turn it on again,

- to intervene in the normal running of the computer system. If required the user should contact the computer operational staff. Each **breakdown** in operation is to be reported immediately to the computer operational staff,
- to carry out own attempts to repair equipment.

6 Violations

With **infringement** of these user rules the computer operational staff can:

- demand that the user **discontinue** the actions or remove the causes. If this does not take place the computer operational staff can bar the user by technical measures from the use of the department network until normal operation of the department network is no longer in danger,
- in major cases the user can be **totally or partially excluded** by technical measures from the use of the department network.

The supervisor of the EDP area determines about continuance and lifting of user prohibitions. In addition, claims for damage as well as criminal prosecution remain.

7 Liability

The Department is not liable for data loss due to network failure or miscalculation or disturbances resulting from damages or for keeping deadlines.

8 Provisional Regulations

The validity of these rules apply also to all current user authorizations. Holders of current user authorizations, who have not acknowledged the rules in writing upon begin of validity, will be excluded from use of the EDP equipment.

9 Date of Effect

These rules take effect on the day after their publication in the official information sheet of the Technische Universität in Berlin.

Data privacy statement

Technische Universität Berlin
Institut für Mathematik
IT-Group

23. Mai 2018

1 Subject of Data Privacy

1. Data Privacy covers personal data. According to Art. 4 Par. 1 DSGVO personal data are data on personal or material circumstances about identified or identifiable individual. This applies for data such as name, address, phone number, e-mail address or photos but also usage data like online data (for example an IP address).
2. The Institute of Mathematics observes the legal requirements of data privacy laws (Berliner Datenschutzgesetz, Bundesdatenschutzgesetz (BDSG), europäische Datenschutz-Grundverordnung (DSGVO)), the Telemediengesetz (TMG) and other applicable regulations.
3. This data privacy statement applies to the field of activity of the IT-Group of the Institute of Mathematics at TU Berlin.

2 Data handling

1. The IT-Group of Institute of Mathematics handles personal data as part of its work.
2. For user logins maintained by the IT-Group the following personal data are collected and handled: name, office address, e-mail address, office phone number, possibly student number.
3. At that point a separate user login application form is necessary for the following service areas maintained by the IT-Group of the Institute of Mathematics:
 - a) EDP Research Area (work groups, research areas and groups and its administration)

- b) Compute Server (Area of High Performance Computing)
 - c) Area of IT for teaching (Unix-Pool)
4. In the scope of it's service provision the IT-Group of Institute of Mathematics gathers and handles personal data for some IT services they support.
 - a) For the DHCP-Service following data are handled: name, e-mail-address, hardware-ethernetaddress of the device asking for a eine dynamic IP address.
 - b) For the SVN- and Git-Service following data are collected and saved: name, e-mail-address.
 5. The IT-Group of Institute of Mathematics maintains workstation and server systems that log the access to their systems and services. According to the respective task the systems log following data: access time, login name, remote IP address, URL (data path), Referrer (the website from which you were referred to the current website or file), sender e-mail-address, receiver e-mail-address, hardware-ethernetaddress of device accessing the service.

3 Purpose of data handling

1. Personal data collected and saved by the IT-Group of the Institute of Mathematics are handled exclusively for the fulfilment of official business tasks like organization and maintenance of service operation.
2. Our access logging exclusively answer the purpose to reveal and analyse weak points of the systems and services together with it's elimination.
3. The employees of the IT-Group are bound to discretion and the compliance with data privacy laws.

4 Legislative Basis

1. The legislative basis for collecting und saving personal data follows from the request for a service of the IT-Group of the Institute of Mathematics, especially:
 - a) the request for a user login described in chapter 2 section 3 or
 - b) the request for access to a service described in chapter 2 section 4.
2. The legislative basis for collecting and saving personal data arises from Art. 6 Par. 1 lit. (b) DSGVO for the purpose of the fulfilment of a request and the reliable organization and maintenance of the IT services as a consequence thereof.
3. The legislative basis for logging access data of workstation and server systems arises from Art. 6 Par. 1 lit. (f) DSGVO for the purpose of a legitimate interest of the IT-Group of the Institute of Mathematics for a constant analysis of the systems

and the detection of weak points as necessary for an appropriate implementation of services, especially IT security.

5 Data transmission to third parties

1. The personal data will not be given to third parties as long as it is not necessary for the supply of a service of the IT-Group of the Institute of Mathematics or within the scope of a legal obligation.
2. Forwarding of personal data to requesting governmental institutions and authorities is only conducted based on legal regulations respectively if we legally obligated by a judicial decision.
3. There will be no transmission of personal data to foreign countries, especially no transmission to countries beyond legislation of the DSGVO.

6 Period of elicitation and removal

1. Personal data in the purpose of user login administration and DHCP-, SVN- and Git-Service will be handled for the duration of the valid presence of an user login established for a service mentioned above.
2. Access to personal data will be disabled after expiration of user login. Disabled personal data will be removed not later than a year unless legal standards set a longer period.
3. In default case the access logging of workstation and server systems takes place for two weeks. Some systems use a longer duration. Currently only the Mailservice (SMTP) is involved with a retention period of four weeks.

7 Right to information, completion, adjustment, contradiction

1. Without giving any reason and at no charge you can anytime obtain information about personal data stored at our systems. Please appeal to the contact person mentioned below.
2. You can add or correct missing or incorrect data at any time, especially in the scope of user login administration.
3. **You can opt out from handling your personal data by the IT-Group of Institute of Mathematics unless there is a legitimate interest on legislative basis to handle personal data for the fulfilment of the service of the IT-Group.**

4. You have the right to issue a complaint to regulatory authority at any time.
5. If you have any questions about our data privacy statement, do not hesitate to contact us.

8 Contact

Head of the IT-Group of the Institute of Mathematics of TU Berlin
Frau Annette Jäkel
Tel: 030 314 23628
jaekel@math.tu-berlin.de

Privacy Officer of Technische Universität Berlin
Frau Hiller
datenschutzbeauftragte@tu-berlin.de

9 Modification of data privacy statement

In order to ensure that our data privacy statement corresponds to legal obligations we reserve to change this statement at any time, especially in case of new or revised services.