Application for access to networks and computers

Name	Social security number *(personnummer)*

Telephone	E-mail address

Access is requested to the following union bodies/associations:

I hereby apply for access to Medicinska Föreningen's computers, network, and associated resources. By signing this application, I confirm:

- That I have read the instructions for IT use.

- That I will follow the rules that apply to the computers, the network and associated equipment.

Date	Location	Signature

NB! – When filling in the application digitally, the signature is preferably provided through EduSign. The signed file is then emailed to karx@medicinskaforeningen.se.

Eight things to keep in mind!

1. Protect your login details and never share them with someone else.
2. Lock or sign out of your workstation when you leave.
3. Avoid sending sensitive information via email. If this happens, it should be encrypted.
4. Always store documents and other files you are working with on dedicated network drives for the union body or association they concern.
5. Don't download files or open attachments in emails if you're unsure of what they contain or who the sender is.
6. You are never anonymous online. Your actions online can always be traced back to your user identity.
7. Think about the environment you're in when handling or talking about sensitive information.
8. Make sure your information is backed up, regardless of whether it's stored on a desktop computer or portable IT media.

Notes of the Computer Board/Administrator	
Username	
Added by	*Date*

Instructions for IT use

Replaces the IT policy from 2013.

1. In this context, IT is used to refer to the use of computer equipment and infrastructure (internal and external networks) for the management and processing of information.

2. Medicinska Föreningen provides several computers, cloud storage services and other IT-related resources to union members and staff. Karolinska Institutet provides an internet connection to Medicinska Föreningen. These resources and tools are made available with the purpose to allow fulfilment of assignments within Medicinska Föreningen. Usage outside of these specifications is only permitted if it does not disrupt ordinary activities. First and foremost, Swedish legislation applies, then Karolinska Institutet's and SUNET's rules and guidelines on the use of IT. After that, this policy takes effect.

3. According to the statutes 9.4k, the Administration Committee is responsible for MF's general IT systems and resources, as well as data protection. This is executed through the committee by the Computer Board. The Administration Committee decides on further regulations for the use of MF's common IT resources.

4. Users should be aware that KI monitors all traffic through their network. MF can also monitor all data stored on MF's own IT resources as well as all traffic going through MF's IT resources. In case of suspicion of a crime, MF has the right to investigate the matter further.

5. The right to use MF's IT resources is granted to those who have applied for and obtained a user account in the computer network from the Computer Board. Anyone applying for a user account must have read and understood these instructions.

6. Login details to user accounts must be kept private. Each user is personally responsible for what happens on or through their user account. Users who discover a security incident are obliged to immediately report it to the Computer Board.

7. Printers and photocopiers may only be used for the association's activities and in the manner and for such purposes as the Administrative Committee has decided.

8. Files that are created and processed within the activities of a union body or an elected representative for MF shall be stored in the file area, through the service, and in the manner assigned by the Board, the Administration Committee and the Computer Board. This is to keep files accessible for others within MF – especially after completion of services in positions of trust – and for files to be archived for the future. Files that have been completed or otherwise reached their final form may not be deleted, but must be preserved in accordance with special regulations on archiving.

9. All users are responsible for ensuring that personal data is handled in accordance with the EU's General Data Protection Regulation and related legislation as well as MF's rules on the handling of personal data, such as the Regulations for the Processing of Personal Data and Data Protection. Personal data processed by MF or on behalf of MF may not be processed outside the EU. All users are obliged to draw the attention of the Administration Committee and the Data Director to personal data breaches and potential such breaches within MF's operations.

10. Violation of these rules may lead to suspension from Medicinska Föreningen's computers and networks following a decision by the Computer Board and/or disciplinary action following a report to the Disciplinary Board. The decision of the Computer Board can be appealed to the Administration Committee. Violations of Swedish legislation can of course also lead to criminal liability.

11. All users should think twice about the ethical use of MF's IT resources before use.

Finally, MF wants to encourage the use of the available IT resources to have fun, spread joy and increase their personal and professional development within MF.