Appendix to the Regulation No. 146 of the Rector of the University of Lodz of 10 August 2017

**Rules of using institutional UL electronic mail accounts by employees and persons performing activities for the UL**

In order to introduce efficiently working system of sharing information at the University of Lodz and duly secure transferred content, the Rules of using institutional UL electronic mail accounts by employees and persons performing activities for the UL are hereby introduced.

**§ 1**

**General provisions**

1. Employees of the UL and persons performing work for the UL on the basis of civil law agreements (“the Users”) are obliged to own an institutional electronic mail account in uni.lodz.pl domain or the Faculty subdomain.
2. The electronic mail accounts, referred to in para. 1, may be also created by:
	1. retired UL employees, following a favourable opinion of their immediate superiors,
	2. heads of associations and other organisations operating at the UL.
3. For the purpose of performance of the events organised or co-organised by the University of Lodz, it is possible to create Functional Accounts. Only the UL employee may apply to create a Functional Account. The person who applied to create a Functional Account remains responsible for it.
4. Electronic account supervision is carried out by:
	1. the UL IT Center – in uni.lodz.pl domain,
	2. Faculty administrators – in Faculty subdomains.

**§ 2**

**Creating UL electronic mail accounts**

1. Institutional electronic mail accounts at the UL are created upon the request, the draft of which constitutes the appendix to the hereby Rules.
2. The application shall be submitted in the case of the accounts:
	1. in uni.lodz.pl domain – to the UL IT Center,
	2. in Faculty subdomain – to the Faculty administrator of the e-mail server.
3. Institutional electronic mail address shall be created in the following form:
	1. <first name>.<last name>@uni.lodz.pl or
	2. <first name>.<last name>@subdomain.uni.lodz.pl
4. Institutional electronic mail address which does not follow the pattern stipulated in para. 3 may be added as an alias to the relevant mail account.
5. Access to the e-mail account is password protected. Rules of setting the password are defined in the application draft referred to in para. 1.
6. In the case of e-mail accounts created for a University unit, the account address shall contain the name of the unit or the adopted abbreviation of the unit’s name.
7. E-mail accounts are created for the time of performing work at the University of Lodz.
8. Password collection shall be done in person by the employee in UL IT Center or at the Faculty administrator’s.
9. Within 30 days from the day of an e-mail account creation the employee is obliged to confirm they read the Rules of electronic mail in UL Employee Service (Portal Pracowniczy UL). Failure

to observe this formality results in blocking the account.

**§ 3**

**Access to electronic mail accounts**

1. Access to an electronic mail account is possible:
	1. via Web browser,
	2. or through e-mail software.
2. Information on UL electronic mail addresses of the Users are public. They are available on the University websites.
3. Only institutional e-mail addresses of the UL employees are available on the University websites.

**§ 4**

**Rights and obligations of the electronic mail Users**

1. Only the person for whom the account has been created may use their institutional electronic mail account. It is forbidden to share the account password with other persons.
2. An electronic mail account is intended for professional use only. It is prohibited to use the account in the way undermining the UL’s reputation.
3. The Users of institutional electronic mail are obliged to:
	1. change password every 30 days,
	2. check the content of an incoming mail regularly.
4. In the case of employee’s absence exceeding one month, the employee is obliged to set autoresponder indicating the person replacing them and determined by their superior or autoresponder is set by the administrator upon the superior’s request.

5. Technical problems related to using the account shall be reported to the e-mail server administrator. Phishing attempts through the institutional electronic mail account or unauthorised access shall be reported to the Local Administrator of the IT System or the Information Security Administrator.

6. Messages sent by the Users using institutional electronic mail accounts shall include confidentiality clause of the following content:

“This message and its attachments are confidential and protected by law. If you are not the intended recipient of the message, please contact the sender immediately and delete the message with its attachments. Also, in that case, further dissemination of the message or its attachments, as well as sharing or disclosing their content in its entirety or part is strictly forbidden”.

**§ 5**

**The University’s liability**

1. The only system operating institutional e-mail of the University of Lodz is MS Office 365.
2. The University reserves the right to alter functionality of the Office 365 service. About alterations the Users shall be informed via institutional e-mail.
3. The University is obliged to provide proper operation of the UL electronic mail system and to provide all possible assistance in problems with its use.
4. The University does not take responsibility for:
	1. data loss resulting from failure of the equipment/system or any other independent circumstances.
	2. consequences of sharing password to access e-mail account with third parties by the User,
	3. interruptions in e-mail system operation due to technical problems particularly related with maintenance or replacement of the equipment and other reasons independent from the University,
	4. way of using an e-mail account by the User and damage he/she suffered by as a consequence of incorrect writing or incorrect read of the message,
	5. damage related to using an e-mail account,
	6. content sent within electronic mail system, excluding messages sent under the authority or with the consent of the UL authorities.

**§ 6**

**Data protection and the use of electronic mail accounts**

1. The User of the UL electronic mail account, who is not an employee of the UL, upon commencement of using the account agrees that information about himself/herself provided by the UL will be collected, processed and used only for technical and statistical purposes, pursuant to Article 23(1)(1) of the Act of 29 August 1997 on personal data protection (consolidated text, Dz. U. - Journal of Laws of 2016, item 922).
2. Content of e-mail messages of the UL e-mail accounts Users may be checked by the administrator of an e-mail server only with the consent of the Rector or Dean and is possible in the cases:
	1. of reasonable suspicion of the User’s violation of the Rules’ provisions or generally applicable provisions,
	2. when access to the account is necessary due to the UL interest,
	3. of an authorised national authority’s summons with the consent of the Rector.

**§ 7**

**Blocking electronic mail accounts**

1. The University has the right to block an e-mail account in the cases when it is used in the way which does not comply with the provisions of the hereby Rules.
2. Upon the request of the superior the User’s e-mail account may be blocked in the case of planned absence of the employee exceeding one month.
3. The User’s e-mail account may be unblocked after elimination the reason of blocking.

**§ 8**

**Electronic mail accounts closure**

1. In the cases of expiration or termination of the employment relationship with the UL, the superior of the employee shall notify the UL IT Center or the Faculty e-mail server administrator about an e-mail account closure.
2. According to closure of an institutional e-mail account it is possible to:
	1. delete the account with all its content,
	2. archive messages and provide the superior with them, and subsequently delete the account,
	3. create alias to the account of the unit or to the superior’s account with the same name as the name of the closed account in accordance with point 1 or 2.
3. The employee’s account is blocked immediately after termination of the employment relationship.
4. The retired UL employees’ accounts are being closed.
5. Re-accessing an institutional e-mail account by the retired UL employee is possible after submitting an application - after receiving a positive opinion of the head of the unit in which the employee used to be employed – to the UL IT Center or to the Faculty e-mail server administrator.

**§ 9**

**Final provisions**

1. The UL employees who have entered into the employment relationship prior to the hereby Rules’ entry into force and who do not have the UL institutional e-mail account, are obliged to submit an application referred to in Section (§) 2.1 in the period of 30 days from the date of the hereby Rules’ entry into force.
2. The administrators are obliged to introduce provisions of the hereby Rules until December 31, 2018.

*Appendix to the Rules of using institutional UL electronic mail accounts by employees and persons performing activities for the UL*

|  |
| --- |
|    *(stamp of the UL’s organisational unit)* |

**E-mail account creation application**

***Chosen account’s name (identifier):***

* your identifier shall contain (please note the dot): first name, last name (name. surname)

***Rules of password creation:***

* password shall consist of at least 8 characters,
* it shall include upper case and lower-case letters and at least 2 digits,
* password should not include character string of the same character repeated; it is recommended to use symbols as: $ # @ ! & ^ \* + - ?
* it is forbidden to use meaningful character strings as a password or as its part, e.g., name of an account, first names, last names and their parts, dates, numbers of identity documents, telephone numbers, nouns, adjectives, etc. in any language, examples:

 good passwords: AG637ndc, 20\*BF359, nk78FS&W

 bad passwords: 5alina80, ab081999, Kawa468X

for security reasons the abovementioned passwords are not being fit for their intended use.

**Please, fill the form legibly:**

# IDENTIFIER

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**the User’s full name, employee’s code**

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**full name of the University unit or institution**

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**unit's address (institution’s address)** **institutional telephone number**

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I confirm that I read the content of the Rules of using institutional UL electronic mail accounts by employees and persons performing activities for the UL and I undertake to strictly comply with its provisions.

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 *(date)* *(signature)*