



## **Regulations for the use of portable data storage media at the MPI for Gravitational Physics**

### **1. Scope**

- (1) These regulations contain general rules for the use of portable data storage media at the MPI for Gravitational Physics (hereinafter referred to as "MPI"). Portable data storage media in particular include USB memory sticks, laptops, mobile phones, smart phones, PDAs, MDAs, digital cameras, external hard disks, CD ROMs and DVDs.
- (2) These Regulations for Use also cover the use of privately-owned computing equipment officially approved for work purposes, as well as the use of MPI-owned computing equipment outside of the MPS.
- (3) All users of portable data storage media – irrespective of the nature of their legal relationship with the MPS – are obliged to comply with these regulations.
- (4) Insofar as rights and duties which deviate from these regulations are imposed on employees of the MPS by law and/ or by (general or local) institute agreements, these rights and duties remain unaffected.

### **2. Rights of Use**

- (1) Users are entitled to use official portable storage media in accordance with these terms of use.
- (2) The right to use portable data media is granted implicitly when official equipment is made available.
- (3) Rights of use may be granted for a limited period or restricted to a specific purpose. The right of use may be refused, particularly if the user has already infringed his or her obligations arising from these regulations in the past, or if there are reasonable grounds to suspect that a user has committed such an infringement or may do so in future.

### **3. User Obligations**

#### **(1) General**

Users must refrain from any unlawful use of, or in connection with, portable data storage media. They must also refrain from any conduct likely to be detrimental to the MPS or to impair the reputation or interests of the MPS.

## **(2) USB-Sticks**

When using USB memory sticks, users are obliged in particular to note the following points:

1. The use of private USB memory sticks in internal networks is generally prohibited;
2. The use of private USB memory sticks may be permitted if these are checked by the IT department prior to use for work purposes;
3. Where necessary, requests for official USB memory sticks must be made to the employer;
4. Portable data storage media, particularly USB memory sticks and memory cards, must be protected against unauthorized use;
5. Official USB memory sticks containing personal data must not be connected to computers not belonging to the MPI/ MPS;
6. Personal or other confidential data must be stored in encrypted form only on official USB memory sticks;
7. Only software that has been approved by the employer may be set up onto official USB memory sticks.

## **(3) PDAs, MDAs and laptops**

1. PDAs, MDAs and laptops must be protected against unauthorized use;
2. This equipment must only be synchronized with computing equipment belonging to the MPI;
3. Personal data must only be transferred in encrypted form;
4. Personal or other confidential data must be stored in encrypted form only on official PDAs, MDAs or laptops.

## **(4) CDs, DVDs, digital cameras und MP3 players**

1. Personal and/or confidential data on DVD or CD-ROM shall be encrypted.
2. Software-based controls are possible to prevent undesired use.

## **(5) Other data storage media**

The above paragraphs also apply correspondingly to portable data storage media not explicitly listed.

## **4. Liability on the part of users**

- (1) Liability and indemnity obligations on the part of users who are employees of the MPS are subject the general liability regulations agreed by in their contracts

of employment and/or the general principles of liability under labour law. The following paragraphs 2 to 4 apply to users who are not employees of the MPS.

- (2) Users shall be liable for any loss, damage or detriment suffered by the MPS as a result of improper or unlawful use of the IT infrastructure or negligent failure on the part of users to fulfill their obligations arising from these regulations.
- (3) Users shall be liable for any loss or damage resulting from third-party use in connection with the privileges of access and use granted to the user, provided that the user is responsible for such third-party use.
- (4) Users must indemnify the MPS from all claims asserted by third parties against the MPS arising from the users' negligent breach of their obligations under these regulations.

#### **5. Liability on the part of MPI**

- (1) The MPI provides no guarantee that the IT infrastructure will operate without defect at all times. Neither a possible loss of data due to system failures, nor the acquisition of confidential data through unauthorized third-party access can be ruled out. The MPI assumes no responsibility for the accuracy of programs provided.
- (2) The MPI shall not be liable for content to which it merely provides access, nor in particular for ensuring that information is accurate, complete and up-to-date.
- (3) In all other respects, the MPI shall be liable only in case of gross negligence or willful intent.