

R22. Regulation for Using CITY ULE Information

1. Scope

The CITY ULE aims to facilitate the flow of information, while protecting the confidentiality, availability and integrity of information and complying with legal and contractual requirements.

This Regulation applies to everyone who uses or processes CITY ULE information including, but not restricted to, CITY ULE staff and students, staff of CITY ULE companies, associates, partners, contractors, consultants, visitors and guests.

This Regulation applies to information of any nature and in any format which is:

- created by the CITY ULE ;
- purchased by the CITY ULE ;
- made available to the CITY ULE under licence;
- used or processed by the CITY ULE for a third party;
- used or processed through CITY ULE networks or systems.

For the avoidance of doubt, this Regulation applies to all information as described above wherever it might be found physically or in digital format.

This regulation applies to all networks and systems provided by the CITY ULE , including, but not limited to, all systems and networks to which you gain access by virtue of your association with the CITY ULE ; and to personal equipment interacting with CITY ULE networks and/or systems.

2. Using and processing information

Everyone must abide by the law, CITY ULE information policies, and the regulations of third parties whose information is used and processed for or by the CITY ULE .

Users of information and information systems must be aware of their responsibilities and obligations and must comply with the provisions as defined in the 'General Data Protection Regulation of the Greek Government'.

Users of information and information systems must not:

- use or process personal data in a manner prohibited by Data Protection or Privacy legislation;
- breach, or cause others to breach, copyright law;
- breach, or cause others to breach, licences or contracts for information or information systems provided to or by the CITY ULE ;
- breach, or cause others to breach, confidentiality;
- engage in activity that might lead to a breach of Information Security;
- cause disruption, mischief or harassment;
- knowingly misrepresent the CITY ULE ;
- run a business unconnected with the CITY ULE using CITY ULE systems without prior written permission;
- access or disseminate offensive, obscene or indecent material except where this is a necessary part of a course of research or study conducted with prior written Ethics

- approval or in the course of an authorised investigation into misuse of information or information systems;
- create or transmit defamatory material.

3. Using information systems, devices and networks

- Users must not share their CITY ULE IT Accounts with anyone without prior written authorisation from IT Services.
- Users must not disclose their CITY ULE IT Account passwords to anyone.
- Users must not obtain or use a CITY ULE IT Account password for a CITY ULE Account belonging to a third party.
- Users must not use their CITY ULE IT account to gain or facilitate deliberate unauthorised access to facilities or services accessible via the CITY ULE network.
- Users must not impersonate a third party or otherwise disguise their identity on CITY ULE networks and systems.
- Users may access CITY ULE IT services for personal purposes. Personal use may be withdrawn if such use is deemed to be excessive.
- Personal use must not hinder or interfere with contractual or professional duties, or with course or research obligations.
- Personal use must not hinder or interfere with the use of CITY ULE IT services by others.

4. Investigations and breaches

When breaches of this Regulation are suspected the CITY ULE will conduct an investigation to determine the nature and severity of the breach, to implement remedies and to suggest further courses of action as appropriate.

Breaches of this Regulation by CITY ULE staff or students may be referred for further action following the CITY ULE 's [Policy for Staff Misconduct: malpractice, impropriety or wrongdoing](#) and [Non-Academic Misconduct Disciplinary Procedure](#) for staff and students respectively.

In addition to the Disciplinary procedure and guidelines procedure and process described there, the CITY ULE reserves the right to take action to mitigate the effect of the breach during or after any investigation. Action might include, but is not limited to:

- withdrawal of users' IT services for a specified period;
- blocking, disabling or confiscation of users' CITY ULE equipment;
- blocking of users' private equipment;
- removal of offending material;
- the imposition of fines or cost recovery;
- legal action.

Information about suspected or actual breaches will be passed to law enforcement agencies as appropriate to the case.

Where a third party reports a suspected or actual breach of these Regulations the CITY ULE will cooperate with third parties relevant to the breach, and may share data outside the CITY ULE in the furtherance of the investigation, subject nevertheless to the rights of any data subjects concerned.

5. Control and monitoring

The CITY ULE monitors and records the use of its IT services.

CITY ULE Officers are responsible for ensuring staff, students and associates comply with this Regulation.

Everyone is responsible for informing the CITY ULE Officers if they become aware of a breach of this Regulation.