

Code of Conduct for the use of the LUMC network

General use

Use of the LUMCnet should be in line with the objectives of the LUMC. The code of conduct for the LUMC network applies as a guideline for the use of work stations (PCs, PDAs, WBTs, ..) that are connected to the LUMC network.

The work station is made available as an operational resource, for which the line management carries the responsibility. The applications viewed via the workstation should be work-related. Very limited private use is permitted but this may never be at the expense of regular work and otherwise may not be contrary to the guidelines.

If access to the LUMCnet is obtained by way of another device, the same terms and conditions shall apply for the duration of this access, unless explicitly agreed otherwise.

Internet and e-mail

Within the LUMCnet access to the network is protected (firewall). All contact with the outside world travels via this firewall. During contact with the 'outside' world the usual standards and values should be observed and the good name of the company should be upheld (good employee behaviour). Inappropriate use of e-mail and Internet is not permitted and will be punished.

It is in any case forbidden to develop business activities via the Internet and/or to view or distribute sources that are contrary to morality and general decency (for example, pornographic, racist, fascist material).

Use of the LUMCnet and the Internet takes up part of the available computer and network capacity. You share these facilities with many other LUMC employees. You are therefore requested to limit use thereof to that which is truly necessary. Use of the LUMC network, in other words also of Internet and/or e-mail, is registered and in the event of suspected irregularities viewed.

Privacy and protection

All persons working in the LUMC are obliged to observe confidentiality. Existing statutory provisions and the consequences of these for the LUMC should also be observed in electronic communication. To prevent misuse by third parties of your PC and network account it is necessary to equip your PC with screen protection and a password. The passwords are your personal responsibility and should be changed regularly.

When using the LUMCnet via a work station located outside the LUMC, authentication is required via a secure procedure. The I&A Director shall determine the procedures that are permissible (see [Dienstencatalogus ICT](#), 'Access from outside the LUMC').

Selective range of network services

Several network services are provided selectively (often with a view to risk), in accordance with the applicable rules for the specific part of the network in which the user is working (for example: granting or not granting authorization to access the EZIS or Internet). It is forbidden to independently (without permission from the Directorate ICT) change the network configuration (hard and/or software).

Availability and performance

Some work can put the network under high pressure. As a result the performance of the LUMC network is affected disadvantageously. The network management regularly performs tests to measure this performance (monitoring), so that in the event of serious disruptions or high pressure on the network the source can be traced using these registrations and a solution can be sought in consultation with the user.

Links to external networks

Internet is considered to be an essential operational resource for the LUMC. However, as soon as a connection with the Internet is created specific risks arise, such as the possibility of messages being viewed by third parties or the chance of a computer virus entering the network. For this reason the use of standard antivirus software is mandatory. In addition, the LUMC organisation can be held liable for certain acts that are committed from the LUMC network via the Internet. The user should take this into account. It is strictly forbidden to create a connection between the LUMCnet and work stations or networks outside the LUMCnet without the permission of the I&A director.

Problems; further information

In the event of problems or uncertainties in relation to the functioning of your connection you can always contact the ICT Service Desk. Further information about the (technical) conditions for connections and network use can be obtained at the ICT Service Desk.

In the event of problems, the LUMC [ICT Service Desk](#) is available. This can be contacted internally via telephone number 64747.