

## INFORMATIC CHARTER

Dissemination date	Redactor	Auditor	Approver	Modifications
2020/02/07	P. PIERROT	B. GAGEY	SOLEIL's Direction	
Recipients	Users			

# PUBLIC

*Electronic version shall prevail.*

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Use of Synchrotron SOLEIL Information Systems is restricted to a personal and non-transferable access right.

Every user is responsible for the use of computer resources for which he is granted access to. He must enforce SOLEIL IT Systems general security rules, notably by respecting the following recommendations:

- Choose secure passwords, never divulge them to third parties.
- Disconnect or lock your session when leaving your workstation.
- Backup your data using personal devices or SOLEIL provided service.
- Protect your personal workstation with antivirus software, updating it on a daily basis.
- Do not provide access to SOLEIL systems or networks to unauthorized users through there sources you use.
- Follow current rules within SOLEIL pertaining to software installation or connection of any device to the network.

Users are also reminded that:

- It is forbidden to use SOLEIL computer resources, including Internet and e-mail services, outside your domain of activity, in particular for private, profitable or playful purposes.
- The user makes a commitment not to disturb normal behaviour of network and computer systems, be it through abnormal use of equipment, subversion of security systems, or introduction of malicious software (viruses, trojan horses, logical bombs...).
- For maintenance and technical management purposes, usage of hardware or software resources, as well as network communications, can be monitored and analysed, in accordance to French applicable legislation.