



THE UNIVERSITY OF
LATVIA

THE USAGE INSTRUCTIONS OF THE UNIVERSITY OF LATVIA INFORMATION SYSTEM

Appendix
APPROVED
with the order of the
University of Latvia
No.1/286 from 27
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With amendments made till 16 May 2008

Amendments: The order of the University of Latvia No. 1/99 from 16 May 2008

1. Terms used

LUIS – University of Latvia Information System.

LUIS user – a physical person, which gains access to LUIS by using the username and password, which are received under the procedure established by the University of Latvia (an authorized user), or by using the public access opportunities (unauthorized user).

Personal data – any information, which is related to an identified or identifiable physical person.

Holder of LUIS information resources - the administrative director of the University of Latvia.

Holder of LUIS information and technical resources - the LUIS network administrator.

Personal data protection specialist - the employee of the Record-keeping department, who is assigned with the order of the University of Latvia.

A third party – any physical person or legal entity, except for data subject, manager, personal data operator and the persons, which have a direct authorization by the University of Latvia or by the personal data operator.

(as revised by the order of the University of Latvia No. 1/99 from 16 May 2008)

2. General rules

2.1. These rules define the LUIS usage guidelines in compliance with the Personal data protection law, other normative acts of the Republic of Latvia, as well as pursuant to the system safety and security activities.

2.2. LUIS usage is divided into:

2.2.1. public usage: is available to anyone without identifying oneself with a username and a password, and using only the data, which are envisaged for this purpose;

2.2.2. authorized usage: the identification of oneself with a username and a password.

3. User responsibilities

3.1. The user may use the received information only for the realization of the tasks defined by the University of Latvia. The acquired information must not be used for commercial purposes. The users, who have the right to acquire information on personal data while using LUIS, may use these data only for the fulfillment of the tasks defined by the University of Latvia. It is forbidden to the user to disclose personal data or to hand them over to third parties, as well as to use the information, which has been acquired from the LUIS in the activities, which are not related to the fulfillment of the tasks defined by the University of Latvia.

3.2. The user may not hand over the user requisites (username, password) to third parties. The user requisites may only be used by the particular user (a physical person), whom these requisites are assigned to. An authorized user must change the usage password on a regular basis (at least once per month). The password must begin with a letter, consist of 8 symbols and include numbers. Each symbol must not be repeated more than twice.

3.3. Words from Latvian and English languages, any combinations of real name, username and surname, as well as the dates of birth - both own and those of relatives - must not be used as a password. The passwords must not be stored in a written or electronic form; they must be remembered by heart.

3.4. If the user's password has become known to the third party, the user must inform the holder of LUIS technical resources thereof, as well as immediately change the password for LUIS usage.

3.5. The user must not perform activities, which would be directed against the system safety, as well as use the unforeseen connection opportunities. At the end of work or during a work break, the user must close the browser. The user must not store the password for LUIS usage, using the opportunities granted by the browser.

3.6. The user must not perform illegal copying of data, the system or its parts (all the activities, the execution of which during the formation of information requests does not utilize the allowed commands, which are seen on the screen, as well as all the activities, which are executed automatically, without human participation, are considered illegal, regardless of the objective of these activities).

3.7. The users, who have forgotten the password, immediately report this to the holder of LUIS technical resources. The user ID and password of the students match those assigned by LANET; if they are forgotten, it is necessary to address the Student service or the LANET service center.

3.8. The user must not transform, publish, transfer the information received from LUIS, participate in its handover or sale, as well as reproduce it in whole or in part. Any activities

with the data, including their collection, registration, input, storage, arrangement, conversion, usage, handover, broadcasting and disclosure, blocking or deletion, can only be performed under the procedure established by the University of Latvia.

3.9. The user must not use the received information for the creation of other data processing systems without the written coordination with the University of Latvia represented by its administrative director.

3.10. The user must not store the received information in publicly accessible places.

3.11. The user registers the requests of information from LUIS by third parties under the procedure established by the University of Latvia, and immediately informs the manager of his structural unit, or the official in charge, which has been assigned by the manager, about the data request.

3.12. The transfer of personal data to third parties is defined by the procedure established in the University of Latvia.

3.13. Before the documents, which contain any personal data, are handed over to third parties, the officials in charge in the structural units need to coordinate these documents with the personal data protection specialist.

3.14. By evaluating the legal basis for regular and uniform data requests by third parties, the holder of LUIS information resources can issue an instruction to define the range and amount of the third parties and the information, which is handed over thereto without the coordination with the personal data protection specialist.

3.15. The user can provide information about personal data within the limits of his competence, if the data subject itself has requested these data about itself. Before that, the data subject must be identified by using the personal identification documents.

3.16. Each of the stated or possible violations of these provisions must be immediately reported by the user to the personal data protection specialist.

(as revised by the order of the University of Latvia No. 1/99 from 16 May 2008)

4. User's responsibility

Failure to observe these provisions and/or the acquisition of the system usage rights by using the access passwords of third parties and/or in the name of third parties will be considered as the intentional damage to system integrity. The person is responsible for the abovementioned illegal activities in compliance with the Criminal law of the Republic of Latvia, as well as pursuant to other normative acts of the Republic of Latvia.