

## LJP information and communication charter

Firstname, Name: .....

Position:  CR  MC  DR  Professor  IE  IR  Gestionnaire

Ph.D. student  Post-doc  Research engineer  Other: .....

Professional email: .....

Office room number: ..... Lab room number: .....

Office phone: 01 44 27 ..... Lab room phone: 01 44 27 .....

- I have read carefully and I fully accept the *Charte d'utilisation des moyens et des ressources informatiques et numériques* issued by Sorbonne Université.
- I have read carefully and I fully accept the *Charte de la Sécurité des Systèmes d'Information du CNRS*.
- I commit to promptly send by email to the CSSI ([raphael.candelier@upmc.fr](mailto:raphael.candelier@upmc.fr)) the hardware adress (mac adress) of any new computer introduced in the laboratory. This also holds for computers that are not connected to the network or wifi.

### For non-permanent staff:

Firstname, Name of the supervisor: .....

Expected departure date: .....

- I commit to erase all (if any) personal data before my departure from the lab, on workstations and cloud services.

### For permanent staff:

- I commit to immediately inform the CSSI when a user under my responsibility leaves the laboratory. The user status on the LJP website will then be switched to "former member of the lab", and the user's account on the LJP mailing-list and cloud will be deleted. All the associated data will be lost.
- I commit to ensuring that all users under my supervision fully comply with the present charter.

Date: .....

Signature: