



## ACCOUNT REQUEST

☐ email ☐ IP address requests only  
☐ on server: \_\_\_\_\_  
 (specify)

☐ renew existing account: \_\_\_\_\_  
 (username)

Milan, \_\_\_\_\_

I, the undersigned (name) \_\_\_\_\_

(surname) \_\_\_\_\_

Role \_\_\_\_\_

group \_\_\_\_\_ I hereby request an account with access to the INFN/UNIMI network,

valid from \_\_\_\_\_ to \_\_\_\_\_ (Maximum 5 years - INFN associates:  
 enter the appointment end date)

**I declare** that the account will be used solely for purposes related to my activities at the National Institute for Nuclear Physics and/or the Department of Physics, University of Milan.

**I declare** that I am affiliated with INFN and/or UNIMI as follows (tick one box):

☐ EMPLOYEE / GRANT HOLDER /  
RESEARCH FELLOW / RESEARCH  
CONTRACT HOLDER /  
POSTDOCTORAL  
APPOINTEE / INFN RESEARCH  
APPOINTEE

☐ **INFN  
ASSOCIATE**

☐ **UNIMI/PHYSICS STAFF,  
CONTRACT COLLABORATOR,  
STUDENT**

☐ **VISITOR**

**In this case, attach to this request a legible copy of both  
sides of a valid identity document, and specify a  
CONTACT PERSON:  
CONTACT PERSON (full name) \_\_\_\_\_  
Contact person's email (REQUIRED) \_\_\_\_\_**

Email address for account-creation notification (optional): \_\_\_\_\_

### CONDITIONS OF USE OF IT RESOURCES

#### Use of computing resources and network services

Computing resources and network services are essential resources that UNIMI and INFN make available exclusively for their institutional teaching and scientific and technological research purposes. The contribution of all authorised users is essential to preserve their integrity and ensure their proper operation.

The use of these resources for the following purposes is therefore prohibited:

- Activities contrary to the law or prohibited by regulations.
- Unauthorised commercial activities.
- Activities liable to compromise the security of computing resources or intended to cause harm to third parties.
- Activities otherwise inconsistent with the institutions' purposes.

UNIMI and INFN encourage a collaborative attitude among users and recommend adherence to accepted standards of courteous online conduct ("netiquette"): <https://datatracker.ietf.org/doc/rfc1855/>

#### Access to computing resources and network services

Access to computing resources and network services is permitted to employees, associates, collaborators, visitors, PhD candidates, postgraduate trainees, research fellows, grant holders and undergraduate students authorised by their respective supervisors.

Access to computing resources providing an internet connection is permitted only after users have been identified. Users whose identity has not been formally verified in connection with an employment or collaboration agreement, or with an association appointment, grant or research fellowship, shall be identified by presenting an identity document and recording the information it contains.

Access is personal and may not be shared or transferred; each user is permitted access only in accordance with the rules set out herein. Access must not be provided to third parties without prior authorisation from the Computing Service.

To ensure the security of computing resources, it is prohibited to:

- Enter the Computing Service premises, or rooms and areas reserved for network equipment, without authorisation.
- Connect computing resources to the local network without authorisation from the Computing Service.
- Cable, connect or modify network equipment without authorisation from the Computing Service.
- Use network addresses or hostnames not expressly assigned to the user.
- Install modems or equipment configured for remote access from outside the facilities without prior authorisation from the Director of the Organisational Unit.

Complete and sign (using Acrobat Reader, or scan the form as a PDF). Then send it to the INFN Milan Director's Office ([richiesta\\_account@lists.mi.infn.it](mailto:richiesta_account@lists.mi.infn.it))

For email accounts or access to INFN resources, applicants not yet listed in the INFN identity database **must authenticate using SPID** (or self-register) at:



<https://userportal.app.infn.it>

- Disclose information about the structure and configuration of IT resources, particularly the locations of wireless equipment, telephone numbers and passwords for modems managed by the Computing Service.
- Take any action intended to degrade system resources, prevent authorised users from accessing resources, obtain more resources than those allocated and authorised, or access computing resources by circumventing security measures.

### Rules of conduct for users

Users:

- Must act in accordance with the law and the institutions' security policies, ensuring confidentiality when processing personal data, including through strict compliance with INFN's rules of conduct governing personal data processing.
- Are responsible for software installed on computers assigned to them: they must carefully assess software before installation and must not install software without valid licences.
- Must protect the data used and/or stored on their computers and on systems to which they have access against unauthorised access.
- Must protect their accounts with strong passwords changed periodically.
- Must not use the same password on different systems, disclose or communicate it, or allow others to use their accounts.
- Must immediately report incidents, suspected abuses or security breaches to the Computing Service.
- For operating systems where applicable, must use up-to-date antivirus software and scan files exchanged over the network and any removable media used.
- Must not leave idle remote connections open or leave workstations with open, unprotected connections.
- Must not automatically forward email correspondence to mailboxes outside the INFN or UNIMI domains.

### **In particular, users with privileged access, who therefore act as administrators of devices authorised to connect to the INFN and UNIMI networks, assume the following obligations:**

- Comply with Regulation (EU) 2016/679 and Legislative Decree 196/2003, as amended by Legislative Decree 101/2018.
- Must manage their systems in accordance with the instructions, guidelines and procedures published by UNIMI Cybersecurity, Data Protection, and Compliance at: [https://work.unimi.it/servizi/security\\_qdpr/118582.htm](https://work.unimi.it/servizi/security_qdpr/118582.htm).
- Must manage their systems in accordance with the INFN rules available at <https://dpo.infn.it>, in particular Resolution No. 14844 of the INFN Governing Council, and comply with applicable personal data processing rules.

### **Shared INFN - Department of Physics, University of Milan infrastructure**

Please note that holders of accounts or IP addresses covered by this request will in all cases have access to computing and network facilities shared by INFN and the Department of Physics, University of Milan. Use of this infrastructure is governed by the agreement in force between INFN and the University of Milan and its annexes. These refer to policies and regulations collected and kept up to date at: [http://calcolo.mi.infn.it/?page\\_id=4900](http://calcolo.mi.infn.it/?page_id=4900)

### **Breach of these rules**

Any conduct contrary to applicable law or to the provisions set out herein, in addition to any criminal, civil and/or disciplinary consequences, will result in suspension of access to IT resources after notifying the Director of the Organisational Unit.

### **Acceptance**

The undersigned user declares that they have read the above, fully understood its meaning, and accept and agree to its entire content. The user further declares that they are aware of and will comply, insofar as applicable, with the security documentation available at: [http://calcolo.mi.infn.it/?page\\_id=4900](http://calcolo.mi.infn.it/?page_id=4900)

Date \_\_\_\_\_

Applicant's signature \_\_\_\_\_

### **INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA**

Pursuant to Article 13 of Italian Legislative Decree No. 196 of 30 June 2003, as subsequently amended, and Regulation (EU) 2016/679 (GDPR), notice is hereby given that both the National Institute for Nuclear Physics and the University of Milan process personal data in compliance with applicable laws and regulations and in pursuit of their institutional purposes. Further details are available in the following privacy notices:

1. [https://work.unimi.it/filepub/sicurezza\\_ict/istruzionigdprgeneralis\\_accessible.pdf](https://work.unimi.it/filepub/sicurezza_ict/istruzionigdprgeneralis_accessible.pdf)
2. [https://dpo.infn.it/wp-content/uploads/2019/01/Informativa\\_generale\\_INFNO\\_181204.pdf](https://dpo.infn.it/wp-content/uploads/2019/01/Informativa_generale_INFNO_181204.pdf)

### **Processing methods**

Personal data are processed lawfully and fairly, including by automated means, and only for the time necessary to achieve the purposes for which they were collected. Processing is carried out in compliance with Article 11 and taking into account Article 100 of Italian Legislative Decree No. 196/2003, as subsequently amended, and Regulation (EU) 2016/679 (GDPR). Specific security measures are implemented to prevent data loss, unlawful or improper use, and unauthorised access.

### **Joint data controllers:**

- National Institute for Nuclear Physics, with registered office at Via Enrico Fermi 40, Frascati, Rome, Italy.
- University of Milan, with registered office at Via Festa del Perdono 7, Milan, Italy.

The two institutions have entered into a joint-controllership agreement concerning compliance with personal data protection obligations. The essential content of the agreement is available at: [http://calcolo.mi.infn.it/?page\\_id=5012](http://calcolo.mi.infn.it/?page_id=5012).

### **Optional provision of personal data**

Users are free not to provide their personal data. However, failure to provide them will make it impossible to achieve the purposes for which the processing is carried out, including provision of the services requested using this form.

### **Rights of data subjects**

Data subjects may exercise the rights provided for in Article 15 of Regulation (EU) 2016/679.

Date \_\_\_\_\_

Applicant's signature \_\_\_\_\_