

OPERATIONAL CIRCULAR No. 5 (Rev.1)
Issued by the Human Resources department

This operational circular was examined by the Standing *Concertation* Committee at its meeting of 22 November 2022.

<i>Applicable to:</i> Members of the personnel and anyone using CERN computing facilities
<i>Person responsible for the matter concerned:</i> Director-General
<i>Date:</i> January 2023

Previous text cancelled and replaced by this administrative circular: Operational Circular No. 5 entitled “Use of CERN computing facilities” – October 2000.

USE OF CERN COMPUTING FACILITIES

I— Introduction

1. This operational circular defines the rules for the use of CERN computing facilities.
2. For the purposes of this circular, the term “CERN computing facilities” includes:
 - a) all desktop computers, laptops, tablets, smartphones, work stations, servers and peripheral systems, such as printers, on the CERN site and directly or indirectly connected to any CERN network, including any CERN telecommunications network;
 - b) all other computers and on-site and off-site networks that are partially or wholly funded by CERN;
 - c) all support services, program libraries, applications and other software, documents and services running on or related to any of the above-mentioned computing devices and networks, and all electronic mail and internet services supported by CERN computing facilities.
3. For the purposes of this circular, the term “user” means any person making use of CERN computing facilities.
4. Infringement of the provisions of this circular and, in particular, improper or malicious use of CERN computing facilities may cause material and/or moral damage to the Organization and serious problems for users of these facilities and may jeopardise computer security at CERN.

II— Basic principles

5. Authorisation to use CERN computing facilities is at the discretion of the Director-General.
6. CERN computing facilities are intended to be used for achieving the Organization's aims. Their use must fall within the scope of the professional duties of the user concerned. The scope of personal use of the CERN computing facilities is specified in the annex.
7. The use of CERN computing facilities must not cause any material or moral damage to the Organization, nor disrupt their operation.
8. CERN computing facilities must be used in compliance with:
 - a) the Subsidiary Rules of Use, which are laid down in general terms by the relevant CERN services¹; and
 - b) any special instructions that any of these services may draw up in a particular case.
9. Although the Organization endeavours to maintain and protect its computing facilities, it cannot guarantee their proper functioning or the confidentiality of information stored by them. CERN therefore accepts no liability for any loss of information or any breach of confidentiality.

III— Users' access to accounts and data

10. Computing accounts, whether they are of the unique or shared access type, may be used only for the purpose for which they have been allocated to the user.
11. All accounts must have appropriate access protection, such as account codes or passwords.
12. The user shall take the necessary precautions to protect the user's personal computer or work station against unauthorised access. The user shall also protect details of the user's personal account, particularly by avoiding obvious passwords, and shall not divulge passwords to any third party, unless expressly authorised to do so by the head of department. If so requested by the CERN Computer Security Officer or the service manager concerned, the user shall create a new password.
13. If given an account with privileged access in connection with specific professional duties, the user must inform the service manager concerned as soon as those duties no longer require such access.
14. The user must keep confidential all information obtained through access to CERN computing facilities that the user may reasonably be expected to understand is confidential or sensitive in nature.

¹ <http://www.cern.ch/ComputingRules>

15. The user shall not seek unauthorised access to accounts that have access protection and shall not, except as provided for in §18 hereunder, look for, disclose or exploit any security weaknesses in the CERN computing facilities or use these facilities to do so with respect to any other computing facilities.
16. The user must report any unauthorised use of the user's personal computer, work station or accounts to the CERN Computer Security Officer or the service manager concerned.
17. The user shall respect the proprietary rights related to CERN computing facilities, including software copyright. Infringement of this obligation may constitute a breach of contracts concluded by CERN with outside suppliers of computers, networks, software and services.

IV— Third-party access to users' accounts and data

18. The CERN Computer Security Officer, the service managers for CERN computing facilities and all persons expressly authorised by the Director-General shall have access to information contained in CERN computing facilities. Such access is subject to the following conditions:
 - a) The above-mentioned persons shall not exchange among themselves information acquired thereby unless it is expressly required for the execution of their duties at CERN.
 - b) Access must always be consistent with the professional duties of the above-mentioned persons and is only permitted for:
 - i) the resolution of problems affecting CERN computing facilities, including upgrades or the installation of new facilities;
 - ii) the detection of computer security weaknesses or computer security violations;
 - iii) the monitoring of available resources in order to ensure the adequacy of CERN computing facilities;
 - iv) the investigation, upon instruction by the CERN Computer Security Officer or head of department concerned, of a suspected infringement of this circular by a user;
 - v) the reallocation of access to or deletion of accounts when a user's contract with CERN is terminated or when the user's activities are no longer compatible with the aims of the Organization;
 - vi) the normal operations of the organic unit of the user, where the absence of the user would seriously interfere with operations.

V— Liability and sanctions

19. The user concerned shall be liable for any damage resulting from infringement of the present circular.

20. In such cases, and as a general rule, the CERN Computer Security Officer, the head(s) of department concerned or the head of the service concerned shall inform the user concerned and explain the nature of the problem that has been detected or of the infringement that has been identified. If the incident occurs again, the user concerned shall be informed, in writing, by one of the above persons, as to which of the provisions of this circular has or have not been correctly applied.
21. In the event of repeated infringement following the implementation of the measures provided for under §20 above, or at any time when justified by the seriousness of the infringement, the Organization may withdraw access rights to CERN computing facilities from the user concerned and/or initiate disciplinary and/or legal proceedings against the user.

Rules for personal use of CERN computing facilities
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1. The following rules supplement §6 of Operational Circular No. 5, “Use of CERN Computing Facilities”, and cover the personal use of CERN computing facilities.
2. Personal use is defined as any use that does not fall within the scope of the professional duties of the user.
3. Personal use of the computing facilities is tolerated or allowed, provided that:
 - a) it is in compliance with the present operational circular and is not detrimental to official duties, including those of other users;
 - b) the frequency and duration is limited and the use of CERN resources is negligible;
 - c) it does not constitute a political, commercial and/or profit-making activity;
 - d) it is not inappropriate or offensive;
 - e) it does not violate the applicable laws.

The Director-General shall have discretion in deciding whether these conditions are met.

4. Subject to the conditions under §3 above, the following are allowed:
 - a) the use of CERN computing facilities for social activities related to CERN clubs and associated discussion forums;
 - b) personal webpages on CERN computing facilities.
5. Subject to the conditions under §3 above, the following are tolerated:
 - a) the personal use of electronic mail;
 - b) the exchange and sale of personal belongings between members of the personnel via internal discussion forums, or via marketplaces, such as the CERN Marketplace;
 - c) the browsing of webpages or reading of discussion forums that are unrelated to official duties.
