



# *Università degli Studi di Firenze*

Magnetic Resonance Center (CERM)

The DIRECTOR

- Having regard to the statute of CERM;
- Having regard to the Directive of the Minister of Technological Innovation dated 27<sup>th</sup> November 2003 concerning the use of electronic mail in public administration;

decides the adoption of this Regulation:

## **Regulations for the use of electronic communication services**

### **Article 1 Scope**

**This Regulation lays down procedures for use of the e-mail service.**

### **Article 2 Definitions**

For the purposes of this Regulation, electronic communication services are defined:

- **Interpersonal communication services:** "Electronic mail", "Mailing List", and "News";
- **Spam:** unwanted messages, sent to a mass audience.
- **Contact function:** e-mail addresses assigned to the establishment figures;
- **Mailing List:** e-mail distribution lists for communications relevant to the institutional activities, established by CERM.

### **Article 3 General Regulation**

The sender of communications, sent through the services of interpersonal communication, should always be recognizable.

The sender may be liable under both civil and criminal law concerning communications sent through the services of interpersonal communication.

The electronic communications do not replace the formal written communications, except as provided in Art.14 of the single text approved by Presidential Decree on 28th December 2000, n. , and next paragraph.

The electronic communications can be used to request or grant permission and holidays, to convene meetings, to provide communications services directly to the employee and to distribute circulars. E-mails can also be used to transmit a copy of written documents (image copy).

Any unauthorized use or non-compliance with this regulation will suspend or inhibit the possibility of sending messages, without prejudice to any civil or criminal liability. The suspension or inhibition is adopted by the Rector with the simultaneous communication to the person.

It is strictly prohibited:

- to use e-mail for personal purposes;
- send unsolicited bulk e-mails, chain-letters or mass advertising;
- spreading false or not verified information;
- : defined as sending unsolicited advertisements to numerous e-mail addresses or newsgroups;
- not comply with the regulations concerning intellectual property;
- knowingly or maliciously sending or uploading files or information that contain a virus, worm, "Trojan horse" or other contaminating or destructive data.

Any unauthorized use or any non-compliance with this regulation will suspend or inhibit the possibility of sending messages

#### **Article 4 Beneficiaries of this service**

All permanent and temporary staff, teachers and technical-administrative staff of CERM are allowed to use free email service.

Can be eligible for this free service also others who operate within the structures of the CERM.

#### **Article 5 The service and its characteristics**

There are various kinds of access to e-mail:

- from anywhere in the world, even from an Internet Point, the user can use e-mail service through the webmail ;
- the usual work location, the user can configure the mail program by clicking the most suitable mail reading protocol.

There are protective measures against viruses both in reception and in shipping because:

- an antivirus is running on mail server that protects users from receiving infected messages;
- can be inserted into a lock that prevents infected workstations to send e-mail messages.

Through authentication , you can:

- use the mail server by connecting from any provider (from home or elsewhere in the world with your laptop for example), using a configuration that allows the authentication;

There are various measures to curb unsolicited bulk email (spam):

- there is an active anti-spam system that identifies and isolates the messages considered spam, checking by the user ;
- on the server there are other general anti-spam measures ;

The systems allow each user to activate the automatic reply to messages addressed to him.

In order to ensure the largest possible usable space on the server for e-mail messages sent or received is essential to adopt the criteria to periodical cleaning the deleted messages. It is, therefore, applied the policy of elimination, on a monthly basis, of the messages contained in the "baskets" that reside on the server.

## **Article 6 Information on the collected data**

The data collected in relation to e-mail traffic is managed to ensure the confidentiality, rights and fundamental freedoms and the dignity of users.

Traffic data (excluding the content of messages) are stored as established by current law and provides to the competent authorities only in cases provided by law.

The data contain information about the functionality of the system are used by responsible of the service for the sole purpose of monitoring capabilities (for organization, production and safety).

The data are used neither for supervision nor for professionals profiling.

## **Article 7 Deactivation service**

### Personal Mail Boxes

The staff will lose the right to personal e-mail box at the end of the activities at the CERM.

### **How to Disable**

1. is sent an alert via e-mail;

2. following the date specified in the alert the user's mailbox (with the username) is eliminated and the mails in the box will be deleted.

In the event that the employee maintains cooperative relations with the structure can forward to the Director of CERM a request for maintenance the mailbox (with an expiring date) for a further period. This request must:

1. be made on specific *Form*
2. be signed by the head of research attesting the effective collaboration;
3. contain the expiring date of the collaboration;
4. be sent by e-mail to [uffpe@cerm.unifi.it](mailto:uffpe@cerm.unifi.it).

I confirm I have read and fully understand the information above given

Signature \_\_\_\_\_

Read and understood in the presence of \_\_\_\_\_



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## MAIL BOX Request Form

This form must be delivered to Morelli. All fields are required. In the event that some information are not available could be possible to not complete the procedure.

### FILL IN CAPITAL LETTERS

<b>New box activation</b>	<b>Renewal deadline - Username</b>
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<b>Name and Surname:</b>	
<b>Type of Contract:</b>	
<b>Phone:</b>	<b>Fax:</b>

### Referee declaration

The undersigned:  Head of the research project for which the user is asked the mail box declare that the user: <ul style="list-style-type: none"><li>• needs the service for the institutional activity at CERM;</li><li>• will spare its activities until the following date _____ that will be considered as the mail box expiring date.</li></ul> Signature:
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### User declaration

I certify that: <ul style="list-style-type: none"><li>• the requested service will only be used in carrying on the institutional activity at CERM;</li><li>• the requested service will be used in accordance with the Regulation for the use of electronic communication services;</li><li>• the username and password will not be given to third parties.</li></ul> Signature:
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*The data processing will be in accordance with Law No. and with the University Regulations regarding the protection of personal data.*

The e-mail address (except homonyms) will be **surname@cerm.unifi.it**

The mail box will activate within 5 working days from the request.

You will be notified of the activation of the mail box by hard or e-mail together with the username and password assigned to you.

For more information please contact Enrico Morelli 4269