

Terms of Use for Cloud Services at Karelia University of Applied Sciences

These terms apply to Karelia UAS staff, students and persons who have been granted access rights to cloud services acquired by Karelia UAS.

By using the cloud services, the user commits himself to the following: He/she may not

- cause harm or damage to Karelia UAS, other users of the service or data systems
- provide or distribute junk mail
- purposefully and intentionally save, process or distribute the following within the service:
 - employment contracts or confirmed information on salary or work performances,
 - information on health conditions or illnesses (e.g. medical certificate),
 - personal information or aptitude or qualification assessment information of a job applicant or employee,
 - information on drug tests,
 - patient files,
 - restricted biobank or genome data,
 - social services customer information,
 - other sensitive personal details (EU GDPR (EU 2016/679)) ja Finnish Data Protection Act (1050/2018)),
 - any assessment information that can be identified with a person,
 - personal identity numbers,
 - access codes or passwords or other data related to information security of computer systems,
 - bank account information, bank codes or credit card details,
 - quotations or tenders related to public acquisitions or other confidential material related to bidding/tender competitions, until the document enters the public domain according to Act on the Openness of Government Activities (621/1999),
 - material protected by copyright or access rights license, provided the third party has denied the use of their material in cloud services,
 - company secrets,
 - illegal material

Using or processing information on unpatented inventions or commercially utilized research data is not recommended. The agreement conditions by co-operating partners or funders may limit the use of contract documents and their confidential company information, material under Intellectual Property Rights (IPR) (intangible assets, copyrights and patents) and restricted research data in cloud services. In such case, the details of the agreement should be checked either in the agreement or with the signed party.

Karelia UAS and the service provider reserve the right to suspend the right of access in a suspected case of misuse. The right of access is terminated at the end of the employment contract period or when the right to study or other user right ends. Before the expiry of the user rights, the user is obligated to transfer stored information related to Karelia UAS to a location or storage agreed with the superior or other assigned contact person. The stored information will be deleted from the service after the access rights expire.

Karelia University of Applied Sciences is not liable for the operation of the cloud services or possible technical disruptions or breaks. The information saved in the cloud services may be stored and processed outside EU/EEA area. Karelia UAS will not backup any material in the service, nor can the administrator or technical support retrieve any material the user has deleted.

Karelia UAS reserves the right to technically supervise the use of the service. In its operations, Karelia UAS complies with applicable laws, e.g. Act on the Protection of Privacy in Working Life (759/2004) and Data Protection Act (1050/2018). The personal details of the users are managed with care according to the law and good conduct of data processing.

Karelia UAS reserves the right to changes in these terms of use. The users will be informed of any changes through Karelia intranet and student portal Pakki.

This document is an appendix to the IT Services User Rules at Karelia University of Applied Sciences. This document was last updated 7 April 2020 (legislation updated).