RULEBOOK

on the method of assigning an AAI@EduHr electronic identity
and maintaining the AAI@EduHr electronic identities directory at the Mediterranean
Institute for Life Sciences

Split, December, 2018
Pursuant to Article 29 of the Rulebook on the Establishment of a Authentication and Authorisation of Science and Higher Education Infrastructure in the Republic of Croatia - AAI@EduHr Article 17 of the Statute the Managing Board of the Mediterranean Institute for Life Sciences issues a

Rulebook
on the method of assigning an AAI@EduHr electronic identity and maintaining the AAI@EduHr electronic identities directory at the Mediterranean Institute for Life Sciences

Article 1

This Instruction regulates the method of assigning an AAI@EduHr electronic identity (in further text: e-identity) to users, as well as the method of maintaining the AAI@EduHr electronic identities directory (in further text: directory).

Article 2

An E-identity is a data set about an individual that is used for the purposes of authentication (verification of identity) and authorisation (verification of access right) for a resource (e.g. website, application, computer network, system, service etc.). An E-identity is a data set about an individual whose components (attributes) are:

• name and surname
• numerical identifier (JMBG, OIB) user code
• user identifier at the institution
• password
• electronic address
• mailing address
• name and designation of the home institution and etc.

Article 3

AAI@EduHr is an authentication and authorisation infrastructure of the science and higher education systems in the Republic of Croatia. The AAI@EduHr system is technically realised by the use of distributed LDAP directories. Each home institution in the CARNet system has its own LDAP directory in which the e-identities of users from that institution are stored. The AAI@EduHr system offers its users (individuals) a simple, secure and reliable use of all resources in the AAI@EduHr system with the help of a unique e-identity obtained at the home institution.

Article 4

An E-identity in the AAI@EduHr system is a virtual identity on the CARNet network that is provided for individual users by CARNet member institutions and allows them to use CARNet services and access the official e-mail box. The E-identity is used for authentication and authorisation for various CARNet services, and is necessary to exercise the right to CARNet services.

Form: user@institution.hr (e.g. petar.peric@medils.hr)
Article 5
The user from Article 1 of this Rulebook is an employee of the Mediterranean Institute for Life Sciences in Split (in further text: MedILS), a student, doctoral student, trainee, external associate, guest or is in the group of other users of MedILS.

Article 6
The assigning of an e-identity is performed by a systems engineer on the basis of a written request that forms an integral part of this Rulebook.

The systems engineer checks the status of the e-identity seeker in the sense of Article 5 of this Rulebook, by examining Personnel or other appropriate records.

Before collecting personal data, the systems engineer shall inform the user who is being registered about the purpose of processing to which the data are intended, categories of data users and possible consequences of data withholding.

By signing a written request from Paragraph 1 of this Article, the e-identity seeker also accepts all terms of use of the e-identity. With his/her signature the e-identity seeker also declares that he/she is familiar with all the rights and obligations regarding the use of an e-identity.

Article 7
Students, doctoral students, trainees, employees, and external associates are assigned an e-identity upon the signing of the contract that remains active until the contract expires, either by termination of employment or some other reason.

Other MedILS users are assigned an e-identity either on personal request or if an e-identity is necessary for the performance of their service, and remains active until their departure from MedILS, either by completion of contract or some other reason.

Guests are assigned an e-identity on personal request that remains active until their departure from MedILS.

Article 8
The handing of e-identity data to each user is done personally by the systems engineer. In extraordinary situations, it is possible to send the data by mail.

Along with the e-identity data the “Notice on home institution privacy in the AAI@EduHr system” is also handed, which is an integral part of this Rulebook.

Article 9
Regulation and prolongation of an e-identity is done regularly.

Article 10
At the written request of a user MedILS shall delete his/her e-identity from the directory whereby MedILS shall warn the user about the consequences of deleting an e-identity from the AAI@EduHr system.
Article 11

The responsible person in charge of maintaining the directory is the MedILS systems engineer.

Article 12

The systems engineer shall see to the up-to-dateness of data that are under the authority of MedILS, which primarily refers to the connection between the e-identity owner and MedILS, that is, all mandatory attributes.

The user can also make changes to his/her personal data in the directory and change the password via the interface https://ldap.medils.hr/ldap/user/index.php

Article 13

The systems engineer shall remove the e-identities of all those users whose fundamental affiliation with MedILS cannot be established from the directory.

Article 14

MedILS shall take all measures within its capabilities and authority to provide access to personal data stored within the AAI@EduHr system to authorised persons, that is, resources listed on the AAI@EduHr system maintainer list.

In the event of a security incident, and at the written request of the competent authority for the monitoring of security incidents, MedILS shall cooperate in order to reveal the real identity of the perpetrator of the security incident.

Article 15

The administrator of the AAI@EduHr directories creates backups of AAI@EduHr directories manually or programmatically. The backup of an AAI@EduHr directory is created daily as a part of creating backups of all services on the server that serves the AAI@EduHr directory. Backups are stored for at least 30 days.

Article 16

This Rulebook shall enter into force on the day of issuance and will be published on the notice board and MedILS website.

In Split, ________________

President of the Managing Board
Branko Roglić
APPLICATION FORM
User account request

Osobni podatci
Personal data

Ime
Name
Prezime
Surname
OIB

El.pošta
E-mail
Status u ustanovi
Status in the institution

Student, doctoral student, trainee, employee, external associate, guest, other

The completion and signing of this application generates your username and password in the AAI@EduHr system.

Izjava
Statement

1. I am familiar with the "Rules for the opening, administering and using of user accounts on CARNet public computers" (in further text RULES), I will actively and by my own initiative follow their amendments published at the web page http://www.carnet.hr/o_carnetu/o_nama/dokumenti/cda_dokumenti and I will fully abide by these Rules.
2. I will notify the competent person about my own breach of the Rules, as well as the breaches of others, and will immediately cease to use the equipment, services and data provided to me for use, that is, that are available via network.
3. I will bear MORAL and MATERIAL RESPONSIBILITY if I breach the Rules, if I allow third parties to breach the Rules, and if I cause damage to third parties.
4. I am aware that the consequence of breaching the Rules can be a temporary or permanent ban on using the equipment, services and data in the CARNet system.
5. I am familiar with all the provisions of the Rulebook on the organisation of AAI@EduHr, which is located at https://www.aaiedu.hr/sites/default/files/content_files/docs/AAI%40EduHr-pravilnik-ver1.3.1.pdf
6. I am aware that a breach of Rules constitutes a disciplinary offence and the possibility of TEMPORARY or PERMANENT BAN of using the CARNet system and losing the status of an associate or student.
7. I will use all of my accounts, opened on CARNet computers, for personal and non-profit activities and will NOT give them to others

By singing I certify that I give consent to my e-mail address in the AAI@EduHr system being used for the purposes of contacting the relevant ministry for implementation purposes of conducting research and the realisation of rights from the student standard.

I certify that I am aware of my right to revoke the given consent and to request the termination of further processing of personal data. Correction of data or notice of withdrawal of consent for the processing of personal data shall be made in writing, signed and scanned via e-mail to „zastita_podataka@medils.hr“.

By singing I certify that I was provided with information during the collecting of my personal data by the Mediterranean Institute for Life Sciences in Split, according to Article 13 of the General Data Protection Regulation.

In Split

Datum (Date)

Potpis (Signature)
Notice on home institution privacy in the AAI@EduHr system

Processing of personal data carried out by the home institution in the AAI@EduHr system

Why do we collect and process your personal data?
MedILS is the home institution – the provider of electronic identity in the AAI@EduHr system. Your personal data stored in our LDAP directory is used to allow you to use the services available in the AAI@EduHr, eduGAIN and eduroam systems, ensuring a reliable, secure and unified application for the use of these services.

Which personal data do we collect and process?
The data which may be stored in our LDAP directory are listed at the address:

https://www.aaiedu.hr/o-sustavu/imenicke-sheme/shema

All personal data stored in the LDAP directory is visible (after logging in with your username and password) through the directory maintenance interface at the address:

https://ldap.medils.hr/ldap/user/index.php

In addition to the above, we collect information on the usage of your electronic identity in a way that records the time, as well as device and system information over which the request was received.

With whom do we share your personal data?
In order to provide you with access to the services, the required level of security and quality of services within the system, at the moment of access to a service in the AAI@EduHr system, we may forward some of your personal data to the service. The exact list of data that we forward to a particular service for each individual service can be found at the address:

https://www.aaiedu.hr/statistika-i-stanje-sustava/web-aplikacije

How long do we store your data?
The data on the usage of your electronic identity is stored for 24 months (to ensure the level of security and quality and to meet legal obligations). Upon the loss of the right to an e-identity your personal data is erased from the LDAP directory after a maximum of 90 days.

What are your rights?
Your rights are, in accordance with the General Data Protection Regulation, the right of accessing personal data that we collect, the right of erasure (the right to be forgotten), the right of restriction of processing, the right of data portability and the right of correction of personal data if they are incorrect or modified.