

New employee form for SUKAT registration.

After this form is filled in and signed by a supervisor (or similar), please hand it in to Alex Tuuling at the secretariat. Only employees/students staying at DBB three months or longer are eligible to get an account.

First Name: _____ Required

Last Name: _____ Required

Position:

Assistant Professor

Postdoc

Guest Reseacher

PhD

Student

Reseacher

When leaving the department, six months is generally the norm for keeping your account (although this is negotiable). This will give you a margin so that you may transfer your files, change your email address etc.

**Duration of your position –
how long you are going to be at the department (YY-MM-DD):**

Located at DBB at SU Campus

Located at SciLifeLab (if so, please fill in your Scilifelab e-mailaddress below)

@scilifelab.se

Date of birth yy-mm-dd: _____ Required

Four figures Personal ID:

Phone (Office): _____

Phone (Lab): _____

Phone (Mobile): _____

Room #:

Rules and regulations regarding use of Stockholm University (SU) computers, network and system facilities

To receive an account the new employee need to sign underneath that he/she has accepted the: “Rules and regulation regarding Stockholm University SU computers, network and facilities”.

Date: _____

Name: _____ Required

Signature: _____ Required

Fill in by supervisor or prefect

User shall have access to group folder/s: _____ 

Name: _____ Required

Signature: _____ Required

Rules and regulations regarding use of Stockholm University (SU) computers, network and system facilities

Background

These regulations are based on the fact that all computing facilities, networks, affiliated equipment and accounts owned and operated by Stockholm University (SU) are for use in such activities and operations as are sanctioned by SU. All other activities, such as personal development, are permissible only when such activities:

- do not disturb normal university usage,
- do not violate or conflict with departmental rules, SU regulations, SUNET (Swedish University Network) regulations, or any applicable laws.

For the purpose of these rules a user is defined as any person who has been allocated an account or received permission to use SU computing facilities, network or system resources.

Authorization

- An account and the resources allocated to it may only be used by the authorized account holder.
- The password connected to the authorization must not be disclosed to anyone. In exceptional cases this may be done to the head of the department or unit. Detailed information regarding the use and management of passwords is available in computer-readable form at www.su.se and can also be obtained from the computer security officer or the systems administrator at each department or unit. The account holder is responsible for staying informed about and complying with all rules governing password use.
- All certified accounts have a specified time limit and will be closed upon termination of the authorized user's employment, project, or other connection with SU.

Utilization

- All use of SU's computer facilities for commercial purposes is strictly prohibited unless permission is specifically granted for said purposes.
- SU equipment may not be used to view, download, print or in any other way handle or disseminate pornographic or offensive material.
- Account users are not permitted to deliberately conceal their user identity when using the computer network and associated resources, except in those cases where special permission has been granted by the Vice-Chancellor of Stockholm University or is a consequence of informant freedom or other statutory right stemming from the principle of

public access to official records.

- Exploitation of defective configurations, program errors or other means of securing a higher level of privilege than authorized by the system personnel is strictly prohibited.
- SU is in no way liable for the functioning or accessibility of its systems.
- General copying and distribution are permitted only when the original clearly states in writing that materials may be disseminated. Material protected by copyright may only be copied and distributed after written permission has been received from the copyright owner. Copyright-protected music and films may not be downloaded, nor may copyright-protected music, films and computer programs be copied onto CD's, DVD's, disks, or any other storage medium, from any source whatever. Please note that special rules apply to the use and storage of personal information.
- Pursuant to Swedish law, SU is responsible for taking measures against the publication and distribution of certain types of material.
- Anyone who detects violations of these rules or regulations, such as illegal activities, errors or flaws in the systems, or any other irregularities or problems, shall immediately report said violations or problems to both the departmental system administrator and the computer security officer.
- Users are specifically requested to take notice of Swedish laws strictly forbidding the persecution of ethnic groups, as well as prohibitions against sabotage, damaging or disruptive activities directed against SU facilities or other users, and unauthorized access or attempts to gain unauthorized access in local SU systems as well as in systems external to SU.

Enforcement

Some of the information available on the SU computer network is to be regarded as public documents and thereby subject to Swedish laws on public access to official records.

Please note that such information may have been illegally manipulated.

- It is the responsibility of the computer security officer/system administrator to maintain control over the SU computer network and to take all measures necessary to ensure such control. However, this must not be done in such a manner as to hinder the individual freedom to publish, inform, debate, or exercise other statutory rights according to the principle of public access to official records.
- SU is legally responsible for the removal of all criminal information from the SU computer network.

Additional points

All computer security officers and system administrators shall report any breach of these rules and regulations and/or applicable laws to the head of the department or unit.

The Vice-Chancellor decides whether such a report shall be forwarded for prosecution. All other cases that may require further measures of a technical administrative nature are

referred to the Technical Support Division for decisions such as closing the user's account or terminating user access to computer, network and system resources, or any other appropriate measures pending further investigation.

SU retains written agreements with computer security officers and system administrators regarding the treatment of the information that they gain access to on SU networks. Should suspicion of crime be involved, other rules may apply.



Consent for processing of personal data for editorial purposes and marketing activities

I consent to Stockholm University using my personal data, as below, from the date in question, for (choose one or both):

- Editorial purposes
- Marketing activities

My consent is valid for use on both printed and digital channels. The usage will be on, for example, the University's web pages and social media, in advertisements, newsletters, brochures and other printed material, as well as publicity photos. The University is not obliged to inform me when this participation or publishing will occur. My consent is valid for the following types of data (choose one or more):

- My name
- My photo (a photo where I am depicted)
- Film (a film where I am depicted)
- Interview statements from me, which I have approved
- My contact information

The consent is valid from the signatory date for a period of _____ years.
If Stockholm University concludes that your personal data is no longer needed for editorial purposes or marketing activities before this date the processing may be aborted in advance.

For more information about Stockholm University's processing of personal data, see www.su.se/consents.

You can contact Stockholm University any time to recall your consent to the processing of your personal data. Recalling your consent does not affect the legality of processing that has been conducted before the consent was recalled.

I have read and understood the above and give my consent to the processing of personal data:

.....
Signature

.....
Name in block letters

.....
Location and date

.....
Address

.....
Phone number/e-mail address

Data controller is Stockholm University (202100-3062), registrator@su.se. Data Protection Officer email: dpo@su.se.

Your data may be transferred to a third country that has appropriate safeguards.

You have the right to lodge a complaint with Datainspektionen.

You have a right to:

- Access the personal data being processed
- Have the personal data erased
- Have the personal data rectified
- Request that the processing is restricted
- Receive the personal data in a commonly used format

.....
Characteristics

The following is completed by Stockholm University:

Contact at the University for this consent

Name, the name of the department or section within the administration

E-mail (function address)

The photographer's name, to be published in connection with the photo

Occasion

FIRE SAFETY AND EVACUATION, DBB

It is absolute clear that it's everyone's personal responsibility to inform themselves about fire security and evacuation routine and be aware of the correct way to act before a real fire incident occurs.

- Walk around your premises and note the location of fire extinguishers¹ and how to use them.
- Check where to find the fire blankets² if you should need to rescue a colleague in distress (clothes on fire).
- Learn where wound care and other protective equipment are placed and how to use it.
- Learn where to find your two independent escape routes out from the building³. (Look for the green illuminated signs with running figure)
- Locate the evacuation plan⁴ and read it carefully so you know where the assembly point is.
- Locate the manual fire alarm buttons located in the premises. If the alarm does not work at a real fire activate the alarm manually (not during exercise).
- Inform yourself about who your evacuation leaders are and how they are dressed during evacuation (bright green-yellow color)
- Always follow evacuation leader's instructions.
- Remember: if possible you should close windows and doors to your offices, lecture hall or lab on your way out to the assembly point, if you are sure that the room is emptied of people.
- You must always remain on the assembly point until the police, the incident commander or emergency managers acknowledge that it is safe to go back inside.



Within **five minutes** after the fire alarm has begun to sound, all are supposed to have had time to evacuate the premises and be on their way out to the assembly point, located outside the main entrance.

How quickly you manage to get out to a safe place is very important for the ability to save yours and others' lives. **The fire may, if it is intense, fill the premises with highly toxic fumes in a few minutes**

NOTE. When the fire smoke settles on the ceiling (180 cm from floor), you should leave the premises immediately and evacuate.

Evacuation

Evacuate immediately when the fire alarm sounds or if your evacuation leader tell you to evacuate, even if you do not see the flames or the smoke from the fire.

You do not have time to investigate whether there is a real fire or if it's a false alarm!

Escape routes

Follow the green exit signs to the safety outside the building.

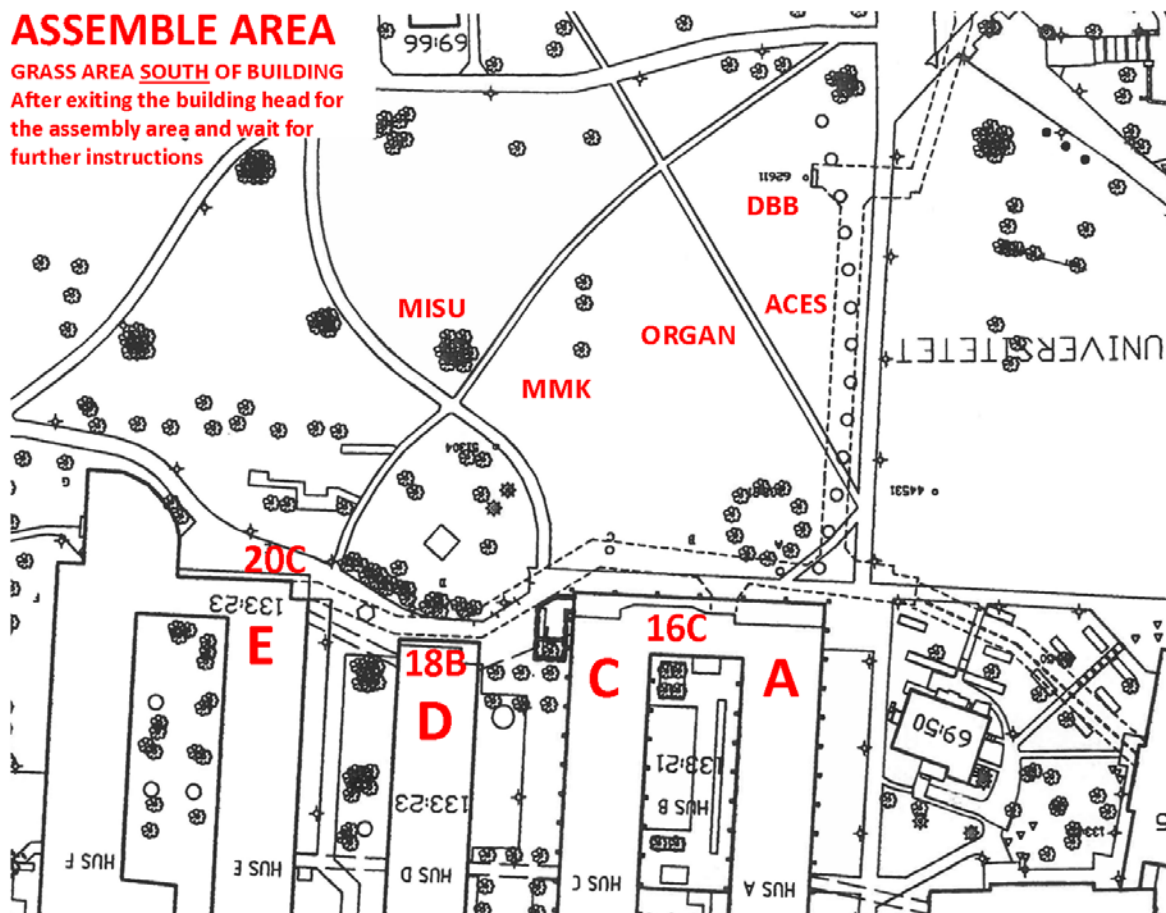
Assembly point, location, see map below!

The assembly point is situated at a safe distance from the house that's on fire.

Your assembly point is **marked on the local evacuation plan.**

At the assembly point.

1. Stay together as a group on the assembly point.
2. The group is supposed to perform a joint control if someone is missing.
3. Report to the emergency services or police if there are missing persons left in the building.
4. Stay at the assembly point until the head of rescue staff, police or your own evacuation leader say it's safe to return inside again!



SIGNATURE FOR FIRE SAFETY AND EVACUATION AT DBB

Everybody has to leave the building when the fire alarm sounds!

Evacuate immediately when the fire alarm sounds or if your evacuation leader tell you to evacuate, even if you do not see the flames or the smoke from the fire.

You do not have time to investigate whether there is a real fire or if it's a false alarm!

It is absolute clear that it's everyone's personal responsibility to inform themselves about fire security and evacuation routine and be aware of the correct way to act before a real fire incident occurs.

PIs shall inform every group member about the evacuation procedures at DBB.

I certify that I will follow the DBB rules for fire safety and evacuation.

Date: _____

Name: _____

Signature: _____

I hereby certify that _____ has read and understood the regulations that apply to DBB Fire Safety and Evacuation.

Name of mentor: _____

Signature: _____

Hand in the signed document to the Secretariat

DBB 2018

Everyone doing laboratory work at the Department must read the regulations and instructions on "**Laboratory safety and management**" in full.

Before starting your work, sign this paper, **thereby verifying that you know the rules and instructions understand them and will work accordingly.**

Date: _____

I work as researcher ____, postdoc ____, PhD ____, master student ____,
other _____

Name: _____

Signature: _____

I hereby certify that _____ has read and understood the regulations that apply to DBB lab work

Name of mentor: _____

Signature: _____

Hand in the signed document to the Secretariat

DBB

Record of "Next of kin" (närmast anhörig) for newcomers. **Turn in to secretariat.**

Name of employee: _____

Home address: _____

Phone number: _____

Name of next of kin: _____

Home address: _____

Phone number: _____

Name of next of kin: _____

Home address: _____

Phone number: _____

Centrifuge Room Training

All users are required to attend an introduction session before use of the department centrifuges is permitted. To make an appointment for a session, email centrifuges@dbb.su.se.

You should bring this form to the training session, where it will be collected.

I confirm that I have attended and understood a centrifuge room introduction session. I agree to abide by the safety and housekeeping rules for the centrifuge room.

Name: _____

Research Group: _____

Signature: _____

Date: ____ / ____ / ____

Instructor: _____