HARVARD | BUSINESS | SCHOOL

HBS RESEARCH COMPUTING SERVICES

2019 HBS Guest User Agreement

To obtain access to Harvard Business School's technology resources through Research Computing Services (RCS), you must acknowledge this agreement indicating that you have read, understand, and accept the statements in this agreement and that you agree to comply with applicable policies and laws governing the use of Harvard Business School's technology resources and the protection of data privacy.

All members of the Harvard Business School community, including guest users, have a shared responsibility to protect confidential information and critical HBS network resources. Harvard University has put policies in place to ensure that the integrity and privacy of confidential information are properly protected. Please review the full list of policies at http://security.harvard.edu (Click "Policy" in the banner).

These requirements include:

- Use strong passwords and do not share account credentials
- Use HBS confidential information only for work-related purposes covered by this agreement
- Share HBS confidential information with others only for work-related purposes covered by this agreement
- Properly dispose of confidential information you no longer need to retain
- Immediately report any loss or possible unauthorized access to confidential information
- Immediately report loss of any of the devices on which you use confidential information
- Protect confidential information in your physical possession
- Properly protect confidential information when storing or transferring it
- Implement proper security features on all mobile/portable devices on which you use confidential information
- Read through and comply with Harvard University information security requirements at http://policy.security.harvard.edu/security-requirements that is appropriate for the data used
- Watching the Harvard security video on Knowing Your Data: https://aware.security.harvard.edu/#!/video

This document is intended to allow you to confirm that you acknowledge, understand, and have accepted these requirements.

PLEASE ACKNOWLEDGE THIS AGREEMENT BY INTIALING EACH PAGE AND SIGNING THE LAST PAGE WHERE INDICATED.

Confidentiality Agreement

As a guest user of the Harvard Business School Research Grid affiliated with a member of the HBS community, I understand that, in the course of my activities, I may have access to Confidential Information. For purposes of this Agreement, "Confidential Information" shall have the meaning set forth in the Harvard Enterprise Information Security Policy:

1. I understand that, I may have access to information that HBS considers confidential. I have reviewed and understand Harvard's Data Classification as explained on http://security.harvard.edu/dct.

2. I will protect Confidential Information by having a strong password (see http://policy.security.harvard.edu/u4-strong-passwords) that I do not share with anyone for each of my Harvard accounts.

Initial: _____

3. I agree that I will watch the Harvard "Know Your Data" security video https://aware.security.harvard.edu/#!/video, and I will protect Harvard Data according to its sensitivity:
    a. Level 3 data will only be stored on devices which have been fully encrypted. I understand that this requirement applies to both desktops/laptops and to mobile devices.
    b. Level 4 data will not be stored on any local device, including desktops, laptops, and mobile devices.
    c. Level 5 data will only be used in adherence to the specific requirements of that data.

    NOTE: for any questions concerning the appropriate classification of data, please refer to the Harvard University Data Classification categories listed at: http://security.harvard.edu/dct.

4. Except as required by my HBS sponsoring researcher, I shall not, either during my relationship with the Harvard Business School or thereafter, directly or indirectly use or disclose any Confidential Information (Level 3 or higher) without the prior written consent of HBS.

5. I agree that I will access only that Confidential Information that is necessary to perform my duties as a Harvard affiliate.

6. I will store Confidential Information in paper form securely.

7. I will report any breach of security of Harvard University Confidential Information that I learn about.

Computers and Mobile Devices

System Requirements

As a guest user of the Harvard Business School resources, I certify that I have implemented the required security features on all mobile/portable devices on which I use Harvard or HBS confidential information. If I cannot ensure a device meets the minimum system requirements, I will not use it to access HBS resources.

- Computers - Laptops and desktops
    - Use a complex password (Details on password complexity requirements can be found at http://policy.security.harvard.edu/u4-strong-passwords)
    - Set an inactivity timeout (i.e. my screensaver will come on within 5 minutes of inactivity)
    - Keep Antivirus and malware software up to date
    - Keep security patches up to date
    - Ensure my computer firewall is active
    - Ensure my computer is encrypted before downloading and/or storing any HBS information
- Smartphones and tablets
    - Enable a password or access code
    - Set an inactivity timeout (i.e. my device will lock within 5 minutes of inactivity)
    - Erase data after 10 unsuccessful pin/password attempts
    - Devices must be encrypted.

Lost or Stolen Devices

I agree to notify HBS IT immediately in the event that any device which I have used for HBS business has been lost or stolen, or in the event that I believe that it may have been compromised by malware.

Initial: _____

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Removal of HBS Data

I acknowledge and accept my agreement that, when my association with my sponsoring HBS community member ends, I will delete all HBS information from my computers and mobile devices.

In the event that I have been authorized by HBS to retain a portion of this data, I will continue to safeguard it according to HBS standards.

Signature block for Guest User – Please fill out the information below, sign and return to RCS via mail at Harvard Business School, Baker Library|Bloomberg Center B90, Boston, MA 02163 or as a scanned attachment emailed to research@hbs.edu.

Name: _____

Business Email: _____

Phone: _____

Business Mailing Address: _____

I, the undersigned, understand and agree to the above agreements.

_____ _____ _____

Signature Printed Name Date

Signature block for certifying HBS Researcher – Please sign and return to RCS via mail at Harvard Business School, Baker Library|Bloomberg Center B90, Boston, MA 02163 or as a scanned attachment emailed to research@hbs.edu.

I, the undersigned, certify that the above-identified individual is working on research projects with me that require that he/she be granted temporary access to HBS Research Computing Services resources, and that I agree to promptly notify RCS when such access is no longer required.

_____ _____ _____

Signature Printed Name Date

Initial: _____