

Request for X-user access for external users

Note: The form is revised continuously. Use the newest version which is found on [BaneInfo](#)

Proces for solemn declaration

This form is intended for external consultants, advisors, resource persons and substitutes

Dear external business partner

Access to Banedanmark's IT systems happens through the process below

Step 1 – External business partner

Fill out your and your company's information in this form (page 2) and send in the declaration as a response to the E-mail:

- Social security number must be specified, for Banedanmark to ensure unique identification for employees who will be working with data and systems in connection to railway infrastructure at Banedanmark.
- If you do not have a Danish social security number, the date of birth must be stated instead.
- Please refer to information on the processing of your personal data on page 12

Step 2 - Banedanmark

If the request is approved by the relevant function in Banedanmark, you will be granted personal access to Banedanmark's systems as a user .

When Banedanmark has created your user access, you will receive information about the password and username.

Solemn Declaration

The declaration below must be submitted via the original E-mail in connection with access to Banedanmark's systems.

The undersigned declares in good faith to keep any knowledge about Banedanmark's affairs confidential, including systems and data that may come to my knowledge as a result of my access to Banedanmark's systems and which is not generally known.

By signing, the undersigned also declares on good faith to have familiarized themselves with:

- **"Information Security for those who work for a Banedanmark supplier"** (page 3)

Fill in all the fields below for system and data access for external business partners

1) The company's information		2) The user's information	
The company's name		Full name (personal)	
The company's address		Social Security no. (ddmmyy-xxxx)	
Zip code and city		Date of birth (dd.mm.yyyy)	
CVR-no.		Mobile number (work)	
X-user initials (if created before)		e-mail (work)	

3) Banedanmark contact person			
Full name (contact person in BDK)		e-mail (contact person in BDK)	
NOTE All fields must be filled out			

By submitting this statement, the sender confirms in good faith that he is authorized to make the statement and confirms the correctness of the information in the statement.

It has been agreed between the partners that this agreement is "signed" by sending the agreement to the contracting party's e-mail (CVR no. or social security number/CPR no.). The agreement is returned to Banedanmark, CVR no. 18632276 via e-mail.

IMPORTANT

Read more about the rules for IT security for external business partners in the annex on page .
Read more about Banedanmark's processing of your personal data on page 12

Rules reg. IT Security for external business partners

When you receive access to Banedanmark data or systems, it is important that you follow the instructions given. These might vary depending on which data and systems you will be given access to.

Furthermore, it is important that you know and follow these IT security rules:

1. Access and identification cards in Banedanmark

Always wear your ID/access card on Banedanmark premises and don't share it with anyone! Always show your ID/access card, if anyone asks.

2. Passwords and access codes

It is important to use unique passwords for both private and work purposes.

3. Access control

It is an employee's manager who requests the authorisations that a user needs.

Privileged access rights (e.g., administrator accounts) are restricted to persons with work-related needs.

When your employment is terminated, your rights are withdrawn and you must hand in your access card, IT equipment, etc., before the last working day.

4. Security in development, testing, and support processes

If you are involved in the acquisition, development and/or maintenance of systems, you are – as an employee of a supplier to Banedanmark – responsible for the correct handling of data involved in these processes.

5. Permitted handling of Banedanmark's equipment (hardware and software)

It is only permitted to download, copy, use, and forward copyrighted material, e.g., licence-requiring programs, books, photos, music, etc., if Banedanmark has purchased the rights to it.

You may only install and use software approved by Banedanmark.

6. Use of e-mail

Your work email is for work purposes only. You may not access your private email on Banedanmark's equipment.

You are not allowed to forward emails to or from your Banedanmark email address to your private email address.

7. Use of the internet

The internet connection from your work computer should be used for work-related purposes.

Your use of the internet is logged by Banedanmark to prevent or resolve security-related incidents or breaches.

8. IT Equipment: At work, on the move, and at home

When you work with Banedanmark information remotely or from home, you are subject to the same security rules as when you are physically at Banedanmark locations.

9. Information security breaches

You have a duty to report information security breaches, vulnerabilities, or security incidents, such as personal data breaches.

Processing of personal data

Banedanmark is the overall data controller for the processing of the personal data that we have received about you.

Banedanmark has the following contact information:

Banedanmark
Carsten Niebuhrs Gade 43
1577 København V
banedanmark@bane.dk
phone no.: +45 8234 0000

Banedanmark's data protection advisor (DPO)

If you have any questions about our processing of your personal data, you are welcome to contact our Data Protection Advisor:

- Phone: +45 2135 5411
- Mail: DPO@trm.dk

The legal basis for processing is the contract entered into with your employer to perform tasks at Banedanmark.

The purpose of processing your personal data is:

- To handle you as a user of Banedanmark's IT and access systems
- To ensure a unique identification of you in Banedanmark across Banedanmark's processes and systems



As a public authority, Banedanmark uses the CPR number as a unique identification in extension of the Danish Data Protection Act §11.

Your personal data is deleted 5 years after the end of association with Banedanmark, unless other legislation and/or other administrative needs extend the deletion deadline.

Your rights:

- You have the right to have your data corrected if what we have recorded is incorrect.
- You also have the right to gain insight into the personal data we process and store about you.
- In special cases, you have the right to have your data deleted.



If you want to make use of your right, you must contact the data controller.

The Danish Data Protection Authority handles the complaints authority in connection with the Data Protection Regulation in Denmark. Any complaints in this connection must be forwarded to them. You will find the Data Protection Authority's contact information at www.datatilsynet.dk.