banedanmark	**Request for User Access for External Users (X-users) Consultants, advisors, resource person, temporary employees with Solemn Declaration** (www.uk.bane.dk → Business →Supplier →Access to Banedanmark's Supplier Portals)

Dear external partner (consultant, advisor, resource person, temporary employee)

To gain access to Banedanmark's IT- systems you will have to fill out your and your company's information in the boxes on the form and sign the declaration.

Notice: CPR no. (social security number) needs to be specified to ensure unique identification of the persons working with data and systems related to railway infrastructure at Banedanmark. If you don't have a CPR no. you will need to specify your birth date.

Notice: Upon termination of your employment with the company with the below mentioned CVR no. a new request for User Access is required.

The signed document is to be sent electronically as a PDF to HR User Administration's mailbox: SAPHR@bane.dk

When Banedanmark has received the signed form, the request has to be approved by the relevant function in Banedanmark, after which you will gain personal access to Banedanmark's systems as an X-user.

X-user access means that you will be given a personal user name with your initials, which can be used across the IT systems in which you gain access.

When Banedanmark has set up your X-user access, you will receive information about user name and password to the email address that you have given in the form.

Information used for system & data access for X-users.

To be filled out by the external user (all fields are required)			
Company name		**Name** (personally)	
Company address		**Danish Cpr. no.** (dd/mm/yy-xxx)	
Zip code/city		**Date of Birth** (dd/mm/yy)	
CVR no.		**Mobile no.** (personally)	
X- user initials (only applies for former X-users)		**e-mail** (personally)	
Name of contact in Banedanmark		**e-mail of contact in Banedanmark**	

Solemn Declaration

The declaration below must be signed in relation to access to Banedanmark's systems for External Users.

The undersigned declare solemnly to maintain the confidentiality of any knowledge of Banedanmark's conditions, including systems and data that may come to my knowledge as a result of the company's access to Banedanmark's systems, which are not generally known.

With signature I solemnly declare also to have learned of:
"Rules regarding IT- security for external partners" *(page 2 of this document)*

The declaration is submitted by the below mentioned person with his signature:

 Confirms to be authorized to make the declaration
and
Verifies the accuracy of the information contained in the declaration

The form is only valid filled out and with signature.

Name (block letters)	**Titel** (block letters)	**Date and signature**

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employees with Solemn Declaration**

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Rules regarding IT-security for external partners

When you gain access to data or systems it is important that you follow the instructions delivered. These can vary depending on what data and systems you will gain access to.

Furthermore Banedanmark wants you to follow these IT-security rules:

Password
The password has to ensure that it is you - and only you - who have access to the specific parts of Banedanmark's data, in which you've gained the rights.

Always exercise extreme caution with access to data and no unauthorized person can have access.

When choosing your password it is worth remembering that:

- It has to be easy to remember so you won't have to write it down.
- It has to be changed regularly – with set intervals
- must consist of a mixture of characters, numbers, upper and lowercase letters and at least eight characters
- must not consist of initials, name, family members' names and anniversaries.
- must not consist of words which you can look up in a dictionary.

Lock you PC or log off
Always lock your PC when you leave it or log off Banedanmark's system. To lock the PC you just need to click <Ctrl + Alt + Delete> and then click <enter > when you leave it.

Physical Security
If you have borrowed equipment from Banedannmark you have to store it securely. Lock doors and windows when you leave your work place. Third-party must not gain insight in or access to Banedanmark's data and systems, so be particularly careful if you are working from a site with poor physical security.

Depending on the agreement reached between Banedanmark and your company, there may be prohibitions regarding working from a home office.

Logning
All traffic to and from Banedanmark is logged via Banedanmark's firewall. In addition there is also logging of the systems in which you have access to. If inappropriate use occurs your company will be contacted. In case of misuse your access will be blocked.

Copyrights
The data belonging to Banedanmark must not be disclosed to third parties. It is only your company which is given access to data and systems and only to a specifically agreed task.

Print of data
Be aware of storing printed data properly. Confidential data should be stored safely and be shredded when no longer used.

Confidentiality
Complete professional confidentiality applies as regards to Banedanmark's systems and data. Before you can access data and systems you must sign a Solemn Declaration.

Something wrong?
If you experience irregularities in connection with the use of the system you will have to contact your own IT function or the person responsible for your company's access.

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