

List of releases:

1. Approved by the IIASA Executive on 11th March 2026

ICT Acceptable Use Policy

1. Purpose

- 1.1. This policy outlines the acceptable and unacceptable use of IIASA ICT Resources for both IIASA and third-party users.

2. Definitions

- 2.1. Privacy: IIASA follows Austrian data protection laws and additional agreements with the Works Council (WsC).
- 2.2. IIASA Users: Individuals connected to IIASA through contracts or affiliations (e.g., employees, guests) with access to IIASA ICT resources.
- 2.3. Third-party Users: Individuals like visitors, collaborators, and consultants with access to IIASA ICT resources.
- 2.4. IIASA ICT Resources: IIASA-owned or other connected systems used for storing, processing, transmitting data (e.g., printers, cloud services).
- 2.5. Third-party Resources: External IT systems connected to IIASA ICT resources (e.g. visitor mobile phones and laptops).

3. Data handling

- 3.1. Personal data is handled according to the [Data Protection Rules](#).
- 3.2. Internet traffic
 - a. To provide access to internet services, for security and troubleshooting reasons, IIASA must record transaction data in accordance with the Secure IT Operations Guidelines.
 - b. IIASA will limit such recordings to the minimum necessary.

4. Acceptable Use

- 4.1. Business Use: IIASA resources are primarily for institutional purposes, including information processing, communication, and access to external data.
- 4.2. Personal Use: Personal use is allowed if it does not interfere with work or violate the unacceptable use defined in section 5.

5. Unacceptable Use

- 5.1. IIASA ICT Resources must not be used for activities involving inappropriate content (e.g., offensive, discriminatory, harassing materials). Users are prohibited from:
- Accessing or sharing offensive or harmful content, harassment, or discrimination.
 - Masking identity or sending spam.
 - Any activities that do not align with the [Data Protection Rules](#).
 - Any activities that disturb, or limit business use.

6. Software and Licensing

- 6.1. Only authorized personnel may install licensed software on IIASA ICT Resources, in align with the End-user Device Administrative Access Policy. Downloading or installing unauthorized or unlicensed software or media is prohibited.

7. Authorized Access

- 7.1. While IIASA protects user privacy, it reserves the right to access stored data in cases of policy violations or legal inquiries in alignment with the [Data Breach Procedure](#)

8. Violations

- 8.1. Violations may result in disciplinary or legal action.

9. This policy renders the previous policy called "Policy Statement Regarding Use of Internet and Electronic Communication Systems" obsolete.

10. Acknowledgment

- 10.1. By signing below, I acknowledge that I have read and understood this policy, and I accept that violating it may result in disciplinary or legal consequences.

Signature: _____ Date: _____