UNIVERSITÉ CÔTE D'AZUR — Centre de calculs

Translation of the User Guide for the *Azzurra* Computing Centre

This English version is provided for information purposes on your rights and duties. However, it has no legal value: only the French version has. Therefore, DO NOT FILL IN THIS FILE. Please fill in and sign the French version only and return it to us by email.

(One copy per user)

Laboratory:

User: NAME: First Name:

            Telephone:

            Email:

If the user is not a permanent member of the laboratory:

Contract end date (the account will be closed on this date):

Name and signature of your Team Leader:

_____

Description of the work carried out by the user on *Azzurra*:

This charter sets out the terms of use of the Azzurra platform of the Université Côte d'Azur computing center:

- This charter applies in addition to the « [Charte de Bon Usage de l'Informatique et des Réseaux](#) » of the University of Nice Sophia-Antipolis (provided in the appendix).
- For external users (Université Côte d'Azur industrial and institutional partners), this charter applies in addition to the Special Conditions of Use of the platform between the partner and Université Côte d'Azur.
- For users with rights to OPAL, it applies in addition to the OPAL charter (to be finalized) and the agreement between the OPAL partners (to be finalized).

Data processing and GDPR (*General Data Protection Regulation*) compliance of the platform

Each user is responsible for her/his data processing on the platform. She/he is thus responsible for ensuring adequacy (trustfulness) between the equipment used and the level of sensitivity of his data, in particular in terms of GDPR and level of classification of the data.

To allow the proper functioning of the platform and carry out usage reports, the platform records personal data:

- nominative data communicated by the user when opening or extending the account;
- characteristics of jobs launched by the user (user ID) on *Azzurra*

The data concerning the user's the identity, civil status, contact details, professional life or education are kept 10 years before anonymization or destruction. Connection data are kept for 1 year before anonymization or destruction. The data is accessible to the platform's technical team and scientific committee. The characteristics of the works are also accessible to other users of the platform.

The usage statistics (published more widely) are aggregated and anonymous.

The computing center machines are physically hosted at INRIA Sophia Antipolis Méditerranée - 2004, route des Lucioles - BP 93 - 06902 Sophia Antipolis Cedex. The hosting agreement between INRIA and UCA (draft version) can be found in the appendix.

Information statements (in French) can be viewed here: https://calculs.univ-cotedazur.fr/?page_id=612

To exercise your rights of access, rectification, opposition and limitation to the use of data concerning you, please contact: centre-calculs.rgpd@univ-cotedazur.fr

N.B. by exercising your right to oppose, you will no longer be able to use *Azzurra*.

User commitments:

The user abides by the terms of use that are available online: https://calculs.univ-cotedazur.fr/. Terms of use may evolve on the initiative of Université Côte d'Azur. In this case, the documentation will be updated. More specific recommendations can also be sent to the user by e-mail.

Azzurra's technical team ensures proper functioning and security of the platform. As such, the technical team can provide users with additional instructions and take protective measures if necessary.

Support is provided by the technical team (centre-calculs.ct@univ-cotedazur.fr) during Université Côte d'Azur working hours, without being committed to results or deadlines.

The use of *Azzurra* requires respect for the various parties involved, whether they are administrators or users of the platform: all messages must be kind and non-aggressive in all circumstances.

I, the undersigned XY, acknowledge having read and accepted the "Charte de Bon Usage de l'Informatique et des Réseaux " (Charter for the Good Use of Information Technology and Networks) of the University of Nice Sophia-Antipolis provided in the appendix.

And I commit to:

- Abiding by the terms set out in the above mentioned charter, and in particular the following ones:
  o The account opened on *Azzurra* is strictly personal, you must in no case give your password or lend your account to a third person, even temporarily.
  o The account on *Azzurra* is independent from the computer account of Université Côte d'Azur.
  o You agree to use the software resources installed on *Azzurra* by the technical team, and use no other resources.
  o You are responsible for your account and its use. As such, you must report any fraudulent use of your account.
- Using the Centre IT resources exclusively for carrying out the work described in this document and within the framework of a scientific project approved by the Scientific Committee.
- If your project involves the processing of personal data, this must be documented beforehand in accordance with the DPO of your structure. You commit to communicating on request the corresponding compliance documentation.
- Anonymizing or pseudonymizing any sensitive data used on *Azzurra.*

- Performing your own data backups. Université Côte d'Azur computing center ensures data security via RAID storage but does not provide any data backup or archive. If the user is not a permanent member of Université Côte d'Azur, her/his data will be deleted at the end of her/his contract.
- Referring to the computing center, by using the appropriate quote among those on this page: https://calculs.univ-cotedazur.fr/?page_id=518&lang=en, in all publications or communications that use computing results or images obtained via *Azzurra*.
- Sending every year an activity report to the managers (centre-calculs.cs@univ-cotedazur.fr) with the list of publications that use *Azzurra* IT resources.

In case of non-compliance, the user's account on *Azzurra* will be automatically closed.

The French version of this document (one per user), once signed, has to be sent by email to centre-calculs.cs@univ-cotedazur.fr

Signed in: [town]

On: [date]

Signature: