



## Request for User Access for External Users (X-users) Consultants, advisors, resource person, temporary employees with Solemn Declaration

[www.banedanmark.dk](http://www.banedanmark.dk) → Supplier → Access to Supplier Portals

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

To gain access to Banedanmarks IT-systems you will have to fill out your and your company's information 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.

**We refer to information about processing your personal data on page 3.**

**The signed form should be sent as secure e-mail to Banedanmark via personal NemID or via NemID for companies.**

Access e-boks at: <https://www.e-boks.com/danmark/da> → Choose "Log på privat" or "Log på erhverv" → Choose "Skriv ny post" → In the search box write "Banedanmark" → Choose "Skriv til Banedanmark (Standard)" → Subject: SAPHR  
Type in text box: Solemn Declaration - Attach the signed form.

We ask that you use the secure e-mail as described. If you don't have a CPR no. or access to a personal e-Boks, your company must send the form via e-Boks. Alternatively the signed document can be sent with regular post service, to Banedanmark's address on [www.banedanmark.dk](http://www.banedanmark.dk), attention of SAPHR X-user.

When Banedanmark have received the signed form, the request must be approved by the relevant function in Banedanmark, after which you will gain personal access to Banedanmarks systems as an X-user. When Banedanmark have set up your X-user access, you will receive information about user name and password.

**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.<br>(dd/mm/yy-xxx)   |  |
| Zip code/city  |  | Date of Birth<br>(dd/mm/yy)         |  |
| VAT no.  |  | Mobile no. (work)                   |  |
| X- user initials<br><small>(only applies for former X-users)</small> |  | e-mail (work)                       |  |
| Name of contact in<br>Banedanmark                                    |  | e-mail of contact in<br>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 |
|----------------------|-----------------------|--------------------|
|                      |                       |                    |

## **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 want 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 ensure that 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 Banedanmark you have to store it securely. Lock doors and windows when you leave your workplace. 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.

### **Logging**

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 should 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.



## Information on processing of your personal data – external users

[www.banedanmark.dk](http://www.banedanmark.dk) →Supplier →Access to Supplier Portals

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

The contact details for Banedanmark are the follows:

Banedanmark, Carsten Niebuhrs Gade 43, DK-1577 København V, [banedanmark@bane.dk](mailto:banedanmark@bane.dk), +45 8234 0000, Danish Central Business Register (CVR) No.: 18632276.

If you wish to get in touch with Banedanmak's data protection officer, Søren Kristensen, he can be contacted as follows: Carsten Nieguhrs Gade 43, DK-1577 København V, [dpo@bane.dk](mailto:dpo@bane.dk), +45 4178 0531.

The legal basis for the processing is the contract concluded with your employer regarding discharge of duties at Banedanmak.

The purpose of the processing of your personal data is:

- To deal with you as a user of Banedanmark's IT and access systems
- To ensure unique identification of you at Banedanmark across Banedanmark's processes and systems.

As a public authority, Banedanmark uses a Danish Identification Number as unique identification in accordance with Section 11 of the Danish Data Protection Act.

Your personal data will be deleted 5 years after the end of your association with Banedanmark unless the deletion deadline is extended as a result of other legislation and/or other administrative requirements.

As Banedanmark uses KMD as an IT provider, your data may be passed on to countries outside the EU/EEA. KMD uses TechMahindra, located in India, for management of its IT operations

### Your rights

- You have the right to have your data corrected if what we have noted is incorrect.
- You also have the right to access the personal data about you that we process and save.
- In special instances you have the right to have your data deleted.

If you wish to exercise your rights you should contact the data controller.

The Danish Data Protection Agency is the complaints authority in connection with the General Data Protection Regulation in Denmark. Any complaints in this regard are to be sent to them.

You can find the Danish Data Agency's contact details at [www.datatilsynet.dk](http://www.datatilsynet.dk).