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Potential delegations

Case	Term of appointment

Area of responsibility

It is assumed that the system administrator’s responsibilities, powers, and obligations refer to all the unit’s IT resources. If not, specify which IT resources are covered.

Rights

On behalf of the University and in accordance with applicable laws, regulations, and decisions, the system administrator has the right to conduct the following actions:

- Monitor the resources he or she is responsible for and intervene without warning if necessary to secure the daily operation of the system or to perform troubleshooting;
- Suspend any user’s access to IT resources in case of reasonable suspicion of unauthorised or improper use;
- Access and examine data when necessary to fulfil his or her duties. Permission from the head of department/equivalent is required in order to access and examine files and data.

Incident management

The system administrator should:

- Document serious incidents and report them to the head of department/equivalent, or the person designated by the same, and the University’s information security coordinator;

- Upon approval by the head of department/equivalent, take part in investigations concerning the unauthorised or unlawful use of resources;
- Have a procedure in place for dealing with incidents.

Obligations

The system administrator is obliged to:

- Follow the applicable guidelines and procedures for IT resources and information security at Stockholm University;
- Not disclose confidential information, except to law enforcement agencies;
- Supervise external personnel working on IT resources within the system administrator's area of responsibility;
- Report any suspected violations of applicable laws and regulations, primarily to the head of department/equivalent and the University's information security coordinator;
- Assist the head of department/equivalent, the University's disciplinary committee and information security coordinator, the Senior Management Team, and the head of IT Services during investigations of breaches of University regulations and applicable laws.

Decision

The responsibilities, rights, and obligations mentioned above are delegated to the system administrator listed below.

Date	Head of department/equivalent Signature	Name in block letters

Confirmation - I have read and accepted the terms listed above.

Date	System administrator Signature	Name in block letters

