

REGULATIONS FOR SAFETY MANAGERS IN ENTERPRISES

Article 1 - Scope

These regulations are intended for security administrators in enterprises.

Article 2 - Obligation to designate a security administrator

Every enterprise wishing to access the federal government's information system and online services must designate a security administrator. The person legally representing the enterprise automatically becomes security administrator. If he does not take up this role himself, he must designate a security administrator. The person designated as security administrator must be someone under the direct authority of the company. The security administrator may be the same person as the local administrator already designated within the framework of the applications on the social security portal.

Article 3 - Responsibilities of the security administrator

Access rights management

The security administrator will manage access rights for his company to the federal government's information system and secure online services. The federal government will provide an application for managing access rights.

The security administrator shall grant access rights only to those individuals within his company who need access to a secure online service and who meet the access requirements for that secure online service.

The security administrator is obliged to immediately deactivate the access rights if the person leaves the company.

The access conditions (which access rights, which persons need access, required security level) are determined on the one hand by the type of online service (possibly defined in a user agreement for the online service in question), on the other hand by the access rights policy defined within the company.

Inform

The security administrator informs the persons who are granted access rights on their responsibilities and of the security rules.

Respect for privacy

The data to which the secure online services might give access, must be used by the company and under its sole responsibility only within the limits of the law and more particularly within the limits of

the law on the protection of privacy when personal data is involved. This means, among other things, that the data may only be used for the predetermined purposes and that the principle of proportionality must be observed.

Security

The company must have a security policy and take the other reference measures on information security as defined by the Data Protection Authority.