



## **WHEC Data Protection Policy**

### **WHEC Computer, Network and Data Security**

#### **Rules: What is allowed and What is not**

#### **Use of WHEC Computing Facilities and Educational Networks for Medical Challenges**

The Women's Health and Education Center (WHEC) has always valued its academic freedom, its international character and its openness, welcoming people from all over the world, giving them the opportunity to think outside the box and try something new, fostering creativity and avoiding placing hurdles in their way. It is this open and free environment that allows us to tackle the riddles of medical challenges, nature, to endeavor and to understand the medical sciences, the universe and its rules, and to advance fundamental research and technology. While such an open academic environment is paramount to the operation of WHEC, it **cannot** be completely free of rules...

Rules are (maybe?) an annoying but necessary part of running an Organization like WHEC. Rules are imposed on WHEC by the Host States, e.g. for safety, privacy, protection of intellectual property and/or radiation-related matters and are also an essential ingredient in preserving the WHEC's and its partners' independence and intellectual property rights. Rules are also enacted by WHEC itself to enable peaceful and friendly coexistence inside the research communities, academic institutions, nongovernmental organizations (NGOs), governments, civil societies and between people.

The WHEC Code of Conduct provides official and "legal" framework for the proper and efficient functioning of our vision and safety precautions. [Access Rights and Control](#), as well as how to deal with fraud are discussed in the Operational Circulars (OCs) and not detrimental to official duties, including those of other users; the frequency and duration is limited and there is negligible use of WHEC resources; it does not constitute a political, commercial and/or profit-making activity; it is not inappropriate or offensive; and it does not violate applicable laws.

### **Policy Implications of Big Data in the Health Sector**

Over the last two decades, there has been growing enthusiasm for data-analytics, as well as growing appreciation of the potential usefulness of so-called big data in transforming personal care, clinical care and public health, and related research. New opportunities are being opened by the continuing expansion of the possible uses, sources and types of big data.

Artificial Intelligence (AI) is a fast-emerging area of Information Technology (IT) in healthcare. Increasingly massive data collections are being used for both clinical improvement and

population health advances. Most clinicians have only a passing knowledge of the implications of this group of technologies beyond the buzz words.

Big data requires big servers and big networks – we hope you avail this resource.

## **I. Introduction: Operational Circular No. 1 (OC1)**

1. This Operational Circular No. 1 (OC1) defines the rules for the Use of WHEC Computing Facilities and Networks.
2. For this circular, the term “WHEC Computing and Network Facilities” includes:
  - a. All personal computers, work stations, servers and peripheral systems such as printers, on the WHEC site and directly or indirectly connected to any WHEC Network, including any WHEC Telecommunications Network;
  - b. All other computers and on and off-site networks partially or wholly funded by WHEC;
  - c. All support service running on or related to any of the computers and above-mentioned networks, and all electronic mail (e-mail) and internet services supported by WHEC Computing and Network Facilities.
3. For this circular, the term “user” means any person making use of WHEC Computing and Network Facilities, grants and/or funding from WHEC.
4. Infringement of the provisions of this circular, and any improper or malicious use of WHEC Computing and Network Facilities, may cause material and/or moral damage to the Organization and serious problems for users of these facilities and may jeopardize computer security at WHEC.

## **II. Basic Principles**

5. Authorization to use WHEC Computing and Network Facilities is at discretion of the President / Director-General of WHEC.
6. WHEC Computing and Network Facilities are intended for the attainment of the Organization’s aims. Their use must come within the professional duties of the user concerned as defined by his divisional hierarchy.

The scope of personal use of the WHEC Computing and Network Facilities is specified in this document, their contracts with WHEC, partnership agreements, and in the By-laws.

<http://www.womenshealthsection.com/content/whec/by-laws.php3>

7. The Use of WHEC Computing and Network Facilities must cause no material or moral damage to the Organization, nor disrupt their operation.
8. WHEC Computing and Network Facilities must be used in conformity with:
  - a. The subsidiary Rules of Use defined in general terms by responsible services in collaboration or association with WHEC. Please review our Privacy Policy document: [http://www.womenshealthsection.com/content/documents/Privacy\\_Notice.pdf](http://www.womenshealthsection.com/content/documents/Privacy_Notice.pdf)
  - b. Special instructions which one of these services may draw-up in a case.
9. Although the Organization endeavors to maintain and protect its computing facilities, it **cannot** guarantee the proper functioning, or the confidentiality of information stored by them. WHEC therefore accepts **no** liability for any loss of information or any breach of confidentiality.

### **III. Users' Access to Accounts and Data**

10. Accounts, whether for single access or shared-access or group-access, may only be used for the purpose for which they have been allocated to the user.
11. All accounts must have appropriate access protection, such as account codes or passwords.
12. The user shall take the necessary precautions to protect his personal computer or work station against unauthorized access. The user shall also protect details of his/her personal account, particularly by avoiding obvious passwords and shall not divulge his/her passwords to any third party, unless expressly authorized by his/her Division Leader. Upon request from the WHEC Computer and Network Security Officer or the service manager concerned, the user shall select a new password.
13. If the user has been given an account with privileged access in connection with specific professional duties, he/she must advise the service manager concerned as soon as those duties no longer require privileged access.
14. The user must keep confidential all information obtained from access to WHEC Computing and Network Facilities that the user may reasonably be expected to understand is confidential or sensitive in nature.
15. The user shall not seek unauthorized access to accounts which have access protection and shall not, except provided in the contract hereunder, look for, disclose or exploit any security weakness in the WHEC Computing and Network Facilities or use these facilities to do so with respect to any other computing and network facilities.

16. The user must report any unauthorized use of his personal computer, work station or accounts to the WHEC Computer and Network Security Officer or the service manager concerned.

17. User shall respect the proprietary rights related to WHEC Computing and Network Facilities, including software copyrights. Infringement of this obligation may constitute a breach of contracts concluded by the WHEC with outside suppliers of computers, networks, software and services.

#### **IV. Third Party Access to Users' Accounts and Data**

18. The WHEC Computer and Network Security Officer, the service managers for WHEC Computing and Network Facilities and all persons expressly authorized by the President / Director-General of the WHEC, shall have access to information contained in WHEC Computing and Network Facilities. Such access is subject to the following conditions:

- a. The above-mentioned persons shall not exchange among themselves information acquired thereby unless it is expressly required for the execution of their duties at the WHEC.
- b. Access must always be consistent with the professional duties of the above-mentioned persons and is only permitted for:
  - i. The resolution of problems affecting the WHEC Computing and Network Facilities, including upgrades or the installation of new facilities;
  - ii. The detection of computer security weakness or computer security violations;
  - iii. The monitoring of resources available to ensure the adequacy of the WHEC Computing and Network Facilities;
  - iv. The investigation, upon instruction by the WHEC Computer and Network Security Officer or Division Leader concerned, of a suspected infringement of this circular by a user;
  - v. The reallocation of access to or deletion of accounts when a user's contract with WHEC is terminated or when his/her activities are no longer compatible with the aims of the Organizations;
  - vi. The normal operations of the organic unit of user where the absence of the user would seriously interfere with operations.

#### **V. Liability and Sanctions**

19. The user concerned shall be liable for damage resulting from any infringement of the present circular.

20. In such cases, and as a rule, the WHEC Computer and Network Security Officer, the division Leader(s) concerned, or the head of the service concerned shall inform the user concerned and explain the nature of the problem that has been detected or of the infringement that has been identified. If the incident occurs again, the user concerned shall be notified in writing by one of the above persons which of the provisions of this circular have not been correctly applied.

21. In the event of repeated infringement following the measures provided for under §20 above, or at any time when justified by the seriousness of the infringement, the Organization may withdraw access rights to the WHEC Computing and Network Facilities from the user concerned and/or initiate disciplinary and/or legal proceedings against him/her.

## **VI. Rules for Personal use**

1. The following rules supplement §6 of Operational Circular No. 1 (OC1) “Use of WHEC Computing and Network Facilities” and cover personal use of WHEC Computing and Network Facilities.
2. Personal use is defined as any use which does not come within the professional duties of the user.
3. Personal use of the computing and network facilities is tolerated or allowed provided:
  - a. It follows the present operational circular and not detrimental to official duties, including those of other users;
  - b. The frequency and duration are limited and there is a negligible use of WHEC resources;
  - c. It does not constitute a political, commercial and/or profit-making activity;
  - d. It is not inappropriate or offensive;
  - e. It does not violate applicable laws.

The President / Director-General of the WHEC shall have discretion in deciding whether these conditions are met.

4. Subject to the condition under §3 above, the following are allowed:
  - a. The use of WHEC Computing and Network Facilities for social activities related to WHEC Events and associated newsgroups and authorized media groups.
  - b. Personal Web Pages on WHEC Computing and Network Facilities, as per their contracts with WHEC.
5. Subject to the conditions under §3 above, the following are tolerated:
  - a. The personal use of electronic mail (e-mail).
  - b. The exchange and sale of personal belongings between members of the personnel via Internet newsgroups (or news-markets) or authorized media groups.

- c. The browsing of web-pages or reading the newsgroups unrelated to official duties.

**At *WHEC*, You are responsible for securing your personal computers (PCs), data, systems & services.**

However, *being responsible* and being capable of *assuming responsibility* are two completely different issues. Even if you are bound to follow the Computing and Network Rules, you might lack knowledge, means and expertise to do so. Therefore, this document puts all relevant information at your disposal. If this is **not** sufficient, you might want to consult your own legal and financial experts and advisors.

- THE WOMEN’S HEALTH AND EDUCATION CENTER (WHEC);
- THE WOMEN’S HEALTH AND EDUCATION ORGANIZATION, Inc. (WHEO, Inc.)

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