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INTRODUCTION / 介绍

XYZ Hotels makes available to its employees as well as to employees of the subsidiaries ("XYZ Hotels") a personal portion on the hard disk to all users of Server-based applications. Furthermore each department can make use of a „department-drive". Each employee has access to this department drive.

际酒店集团为他的基于服务器应用程序的员工及其下属公司的此等员工提供硬盘的个人使用部分。并且，每个部门都有自己“部门公共盘”，各部门所有员工都可以访问本部门的部门公共盘。

It is assumed that business related data would be stored on drives, the private - and the department drives. The company has to ensure that business related data would be accessible at all times. The access to business-related data may not depend on the presence of the employee in question. In order to ensure access at all times, the following regulations apply.

假定所有与业务相关的数据资料均存储在硬盘个人使用部分或部门公共盘中，公司需确保该等与业务相关的数据资料可随时被访问。对于业务相关的数据资料的访问不须得到员工的许可。为确保随时可以访问数据资料，特制订以下规章制度。

COMMENCEMENT OF EMPLOYMENT / 开始雇佣

Each employee is entitled to a portion of the system's hard-drive for personal use. This storage space is made available on the first working day. As a principle, only the employee has access to the personal section. The employee is therefore able to store his business related data as well as his personal data. The superior has to ensure that the employee will find this resource ready on his first day of work. The superior issues a request for such storage space prior to employment. It is the responsibility of the superior to advise the employee in the correct usage of the different

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drives. He is also responsible to instruct the employee in the use of his equipment such as Desktop, Notebooks etc.

每位员工都有权享有系统硬盘的部分空间供个人使用，且该等储存空间自员工入职之日起即可使用。原则上，只有员工本人有权访问硬盘的个人使用空间。因此，员工可以将业务相关数据资料及个人数据资料存放在此。员工上级在员工入职之前提交该等存储空间的申请，并在员工入职当日告知员工该等存储空间已经可以使用。员工上级负责告知员工如何正确的使用不同的硬盘空间，并负责指导员工如何使用自己的办公设备，如台式机、笔记本等。

RULES FOR THE USE OF THE PERSONAL DRIVE / 个人硬盘空间的使用规则

Business related data has to be accessible to the superior and the colleagues at all times. Each employee has to store business related data in such a manner, that his presence will not be necessary to access this data. The employee must organise his personal drive in such a way, that it is easy to distinguish between private and business related data. It must be possible for persons in charge to determine at first sight, which data is of a private nature and which data is of a business nature.

必须确保，上级主管及得到授权的员工能够随时访问业务数据资料。所有员工必须以这样一种方式保存于业务相关的数据资料—即其它得到授权的人员访问该等数据时不需员工(该数据存储者)在场。所有员工在使用硬盘个人使用部分存储数据资料时，必需将私人以及业务数据资料分开，并使人一目了然。

It is the duty of the IT Manager in charge to issue easily understandable guidelines. It is the responsibility of line management to ensure, that each employee has knowledge of proper data management.

信息技术经理负责发布简单易懂的指导方针。同时各部门经理负责确保员工了解正确的数据管理知识。

Each employee has to ensure that his superior has access to all business related data on the department drive at all times. Either he stores the data clearly separated in the department drive for business related data and on the private drive for personal data or, he gives authorisation to his superior to access the subdirectory „Business-data“ on the private drive. The superior is responsible for the achievements of the department; therefore he is entitled to access all business-related data.

所有员工都必须确保上级能够随时在部门公共盘中访问业务数据资料。员工可以将业务数据资料清晰的存储在部门公共盘中，并同时将此作为私人数据资料存储在个人硬盘中。或者，员工在个人硬盘中建立“业务数据资料”子文件夹并给与上级访问该等数据资料的授权。员工上级对部门绩效的达成负有责任，因此有权访问所有业务数据资料。

It is the duty of the IT Manager to enable all superiors access the subdirectory „business“ on the private drives.

信息技术经理有责任帮助管理人员访问员工个人硬盘中的业务数据资料。

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If an employee is out of the office (vacation, sickness, training etc.) he is responsible to designate a deputy, who has full access to all business related data, including the private data on the personal drive. The superior has to be informed accordingly.

如员工外出不在办公室（如休假，病假或培训等），那么该员工有责任指定一名他缺席期间的代理人员，且该代理人员有权访问所有业务数据资料以及个人硬盘中的私人数据资料。并将代理人员信息告知上级。

The same applies for the superior. He has to make sure that all business related data is accessible to his deputy.

上述条款同样适用于管理人员，她/他必须确保她/他的代理人员有权访问所有业务数据资料。

All accessible drives are to be used according to their purpose. This means that they are to be used according to the job description and the area of responsibility of the department. The only exception is the private data on the personal drive. For the use of this drive the following rules apply:

所有可访问硬盘根据其用途分类使用。也就是说根据对应的岗位职责以及部门负责的区域进行使用，但是个人硬盘中的私人数据资料除外。以下政策适用于个人硬盘的使用：

- The interests of the employer must be protected;
必须保护雇主的利益。
- It is strictly forbidden to use the company's infrastructure for illegal actions such as:
严禁利用酒店网路基础设施进行非法行为，如:
 - racist statements 种族言论
 - sexist content in word, image or voice 文字，图片或声音形式的性别歧视内容
 - pornographic materials 色情内容
 - materials dealing with violence 暴力内容
 - harassment of any kind 骚扰内容
 - politically radical statements 激进的政治言论
- It is to be used for private use only
仅限私人始用

For any questions concerning the use of the personal drive please contact your superior or the IT Security representative of your region.

如对个人硬盘的使用有任何问题，请联系您的上级或者所属区域信息技术安全代表。

TERMINATION OF EMPLOYMENT / 雇佣合同终止

The employee has to hand over all business related data to his superior or to his deputy prior to leaving the premises. It is the responsibility of the employee that no business related data will be

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lost and that all confidential and restricted information remains with the employer. It is forbidden to make any such information available to other parties other than the employer.

所有员工必须在离开酒店前向部门上级或其副手移交所有业务数据资料。所有员工均有责任不遗失业务数据资料，并负责将所有机密及受限信息留给雇主。严禁将该等信息泄露给任何除雇主以外的第三方。

All private data is the property of the employee. He is allowed to take the private data with him (on diskette, CD) upon termination of employment.

所有私人数据信息为员工所有财产。公司允许员工在终止雇佣合同时拷贝带走私人数据信息 (CD 或者磁盘)。

Without urgent reasons to do otherwise, the technical person in charge must definitively delete all private data on the system.

如无特殊原因，信息技术负责人必须准确彻底的删除系统中离职人员的所有私人信息。

The Human Resources Department is responsible, that each employee signs a declaration in which he gives permission to handle the private data as described above.

人力资源部负责让所有员工签署相关声明，即允许雇主采用上述方式处理系统中的私人信息。

COMPLIANCE TO SECURITY RULES / 安全守则的遵守

The Company must take care that all IT-Resources (Hardware, Software, and Data) are not put at risk.

公司必须确保所有信息技术-源（硬件，软件及数据）安全无风险。

The technical infrastructure must be built in such a way, that the declared XYZ Hotel Security goals can be achieved. (Data protection, Privacy, Confidentiality of Business-data, Compliance with any laws, in particular protection of intellectual property rights, technical attacks etc.)

技术基础结构的建设必须达到店信息安全目标。（数据保护，私密隐私，业务数据的机密性，遵守各项法规，特别是知识产权及技术攻击等的防护）。

All employees must contribute to their best ability, in order to achieve these goals. Should an employee detect hazardous circumstances or weaknesses, it is his obligation to inform the superior or the IT-Security Officer immediately.

所有员工应尽其所能，以达到该安全目标。如员工察觉到危险情况或薄弱环节，有义务立即告知上级或者信息技术安全专员。

ACCESS RIGHTS / 访问权限

Each employee is herewith informed that the following individuals have full access-rights to monitor compliance with this document:

在此通知所有员工，以下人员对系统信息具有完全访问权以监管本守则执行情况：

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- IT security representative 信息技术安全代表
- General Manager / Superior 总经理/更高级别管理层
- Head of the Human Resources Department, to which the employee belongs 人力资源部负责人
- Regional IT Manager 区域信息技术经理

Any reading and handling of data on personal drives is allowed only in the presence of at least two of the above mentioned individuals.

如需浏览或者处理个人硬盘中的数据资料，必须由至少两名以上提及的人员同时在场。

These Individuals with access rights sign a declaration in which they ensure that the privacy and the rights of personality of the employee will be guaranteed.

以上拥有信息访问权的人员必须签署相关声明--保证员工的个人隐私及人格权利不受侵犯。

SECURITY CHECKS / 安全检测

In order to ensure proper operation of the IT Systems, XYZ Hotels International must undertake systematic security checks in order to keep the business properly running and to avoid that any confidential information being accessible to any unauthorised persons . This includes the monitoring of services provided such as e-mail, Internet and Intranet. Specially authorised individuals (see “**Access rights**”) will perform these checks.

为了确保信息技术系统的正常运作，际酒店必须采取系统安全检测行为以保证业务的正常运作，避免任何非授权人员获取任何机密信息。检测内容包括对邮件、内外网的服务监测等.由特殊授权人员（即上述“访问权限”之授权人员）实行该检测行为。

TECHNICAL INFRASTRUCTURE / 技术基础结构的建设

The instruments mentioned below allow the protection of company property:

以下内容允许公司财产保护：

- Antiviral-Software 杀毒软件
- Firewalls 防火墙
- Intruder detection systems 入侵检测系统
- Disc-quotas 磁盘分区
- Backups 文件备份
- Documents including Protocols, Audits, Log files, Trace files, Dumps etc.

文件包括协议，审计，日志文件，跟踪文件，回收站等

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LEGAL CONDITIONS / 法定条件

The company is responsible for adherence to the applicable laws. This includes:

公司有责任遵守适用法律，包括：

- To acknowledge and protect the privacy of the employee;
承认并保护员工隐私；
- That the handling of data will be restricted to the scope of an ordered investigation (e.g. no reading of content of the private data on the personal drive);
数据信息的处理将被限制在一个安排好的调查范围内（如不可读取员工个人硬盘中的私人数据资料）
- The collection of data according to business needs only;
仅根据业务需要收集数据信息。
- That the right to information and the right to correct one's own data remains untouched;
信息知情权及本人所拥有的信息更正权不受影响。
- That the data will be made available to a restricted number of individuals only and data will be stored safely;
所有数据资料仅允许特定人员访问，并安全存储数据资料。
- That the data will be forwarded only where allowed by local laws and under no circumstances will be made available to unauthorised individuals / or unauthorised organisations;
数据传播必须在当地法规允许的框架内。无论何时，不得向未经授权的个人或组织转发该等数据资料。

The employees have the following duties:

员工有以下责任

- To handle with due care all information in connection with their duties;
尽责处理与本职相关的所有信息。
- To protect the interests of XYZ Hotels;
维护巴伐利亚酒店的权益。
- No illegal actions are allowed, such as dealing with contents of racism, sexism, pornographic content, violence, harassment of any kind or politically radical statements;
禁止任何违法行为，如处理与种族歧视，性别歧视，色情，暴力，骚扰或者其它激进政治言论相关的内容。
- It is forbidden to use the company's infrastructure to spread data and information, especially confidential information, or to make such confidential information available to third parties.
严禁使用酒店设施传播任何数据及信息，尤其是机密数据信息，或者将机密信息告知第三方等。
- Should the employee detect irregular or dangerous circumstances in connection with Security, it is his obligation to inform the company at once (Superior or IT Security representative).

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员工觉察到与安全有关的不正常或者危险情况时，有义务马上向公司反映（上级或信息技术安全代表）。

MONITORING / 监测

XYZ Hotels conducts systematic and permanent monitoring of the IT-Systems, including the private drives.

际酒店有权对信息技术系统包括个人硬盘实行系统且持续的监测。

This has to be done strictly in a statistical manner and in such a way, that personal profiles shall be impossible to be obtained. Reports will be anonymous. Should reports allow concluding personal data or personal profiles, such data shall be destroyed immediately. The Monitoring may only be realised by the authorised individuals mentioned above. The only legitimate purpose shall be to ensure the safe operation of the company's infrastructure as earlier mentioned.

监测应该严格的以统计学方法，且以不可能获取个人资料的方式实施。所有报告均为匿名。但凡涉及个人数据信息的报告，应被立即销毁。监测活动应只由以上列举的授权人员实施。实行检测监测的唯一合法目的就是之前提到的为了确保酒店设施的安全运作。

Monitoring of individuals (in particular reading of the private data on personal drive) is allowed only after contacting the individual in advance. This does not apply in cases when the individual is clearly a suspect of violation of any laws. The company has the right to collect and/or save evidence in the event of criminal abuse.

而对于个人（特别是阅读存储于个人硬盘中的私人数据）的监测，必须在提前告知当事人前提下方可进行。但是如果当事人明显存在违法嫌疑，则对该等人员的监测无需提前通知对方。如果发生刑事犯罪，公司有权搜集和/或保存证据。

Each employee has the right to learn in which way the monitoring will be effected.

每位员工均有权知晓，监测将以何种方式进行。

SANCTIONS / 处罚

In case of violation of company regulations or any laws, the company reserves the right to take appropriate action. This can be a written warning or in strong violations, dismissal. The superior decides on the appropriate action in co-operation with the Human resources Department and/or the Legal Department.

如有任何违反公司规章或者法律的行为，公司保留采取相应措施的权利。违反者可能会收到书面警告；情节严重者将被开除。由上级管理人员与人力资源部或相关法律部门共同合作，决定相应的惩罚措施。

In the event of violation of local laws the Area Management must be informed.

如有违反当地法律的行为，必须通知当地管理部门。



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Place, Date:

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Read and accepted:

阅读并接受以上协议内容

the employee: _____

员工签字