

Citrix ShareFile Usage Agreement

1. In support of existing HSE I.T. Policies this *Agreement* specifically governs your use of the HSE Citrix ShareFile service
(http://hsenet.hse.ie/Intranet/OoCIO/Service_Management/PoliciesProcedures/Policies/Policies.html).
2. Confidential and restricted information referenced in this *Agreement* is information which is defined as such in the *HSE Information Classification & Handling Policy*
(http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Information_Classification_Handling_Policy.pdf)
3. The HSE's Citrix ShareFile service is to be used only for HSE business related purposes. Users of the service are not permitted to use the service for the storage and exchange of personal information (i.e. information which is of a personal nature and belongs to the user and not the HSE).
4. The HSE Citrix ShareFile service is **not** to be used by users as the sole storage location for any HSE information, or as a recordkeeping system.
5. The HSE reserves the right to routinely monitor, log and record all use of the HSE Citrix ShareFile service.
6. Confidential and restricted information stored within the HSE Citrix ShareFile service must only be shared by you with the general public in accordance with the relevant legislation and agreed HSE procedures (for example, *Freedom of Information Acts 1997 & 2003 / Data Protection Acts 1988 and 2003*).
7. Confidential and restricted information stored within the HSE Citrix ShareFile service must only be shared by you with other HSE staff who have a valid HSE business related reason and are authorised to have access to the information.
8. The use of the HSE Citrix ShareFile service could potentially pose a risk to the security, privacy and retention of HSE information, if confidential and restricted information is shared with external third parties (i.e. HSE funded agencies, Irish government departments & agencies, commercial service providers etc) without following the correct and appropriate HSE procedures.
9. Confidential and restricted information stored within the HSE Citrix ShareFile service must only be shared by you with external third parties in accordance with the relevant legislation (for example, *Freedom of Information Acts 1997 & 2003 / Data Protection Acts 1988 and 2003 / Health (Provision of Information) Act 1997 / Health Acts 1947 to 2007 etc*) and the HSE I.T. policies.

10. In connection with clause 9 of this *Agreement*, should you decide to share confidential or restricted information via the HSE Citrix ShareFile service with an external third party, **you** will be responsible for (1) ensuring the external third party has signed the following HSE documentation **prior** to sharing any information with them, (2) retaining a signed copy of this documentation, and (3) making the documentation available for audit:

10.1 HSE Funded Agencies must sign a copy of the *HSE Third Party Network Access Agreement (HSE Funded Agencies)*

http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Third_Party_Network_Access_Agreement_HSE_Funded_Agencies_.pdf

10.2 Irish Government Departments & Agencies must sign a copy of the *HSE Data Sharing Agreement*

http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Data_Sharing_Agreement.doc

10.3 Commercial Service Providers (i.e. individuals, companies and organisations providing a service(s) or data management service(s) to the HSE and as such acting as a “Data Processor” on behalf of the HSE) should only be given access to confidential and restriction information once they have signed a contract with the HSE for the provision of the service(s). In addition to a signed contract commercial service providers, depending on where they are geographically located must also sign the following HSE documents:

10.3.1 Commercial Service Providers who are located within the European Economic Area (i.e. 28 EU Member states + Norway, Iceland and Liechtenstein) must sign the following HSE documentation:

- 1) *HSE Service Provider Confidentiality Agreement*
http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Service_Provider_Cionfidentiality_Agreement_April_2015.pdf and,
- 2) *HSE Third Party Network Access Agreement*
http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Third_Party_Network_Access_Agreement.pdf

10.3.2 Commercial Service Providers who are located outside the European Economic Area but are on the EU ‘Approved List of Third Countries’ (i.e. Switzerland, Guernsey, Argentina, Isle of Man, Faroe Islands, Jersey, Andorra , Israel, New Zealand and Uruguay and Canada) must sign the following HSE documentation:

- 1) *HSE Service Provider Confidentiality Agreement*
http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Service_Provider_Cionfidentiality_Agreement_April_2015.pdf and,

- 2) *HSE Third Party Network Access Agreement*
(http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Third_Party_Network_Access_Agreement.pdf)

10.3.3 Commercial Service Providers who are located outside the European Economic Area and are not on the EU ‘Approved List of Third Countries’ (this includes Commercial Service Providers based in the USA) must sign the following HSE documentation:

- 1) *EU Model Contract Clauses (Data Processors)*
(http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/EU_Model_Contract_Data_sharing.pdf) and,
- 2) *HSE Service Provider Confidentiality Agreement*
(http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Service_Provider_Confidentiality_Agreement_April_2015.pdf) and,
- 3) *HSE Third Party Network Access Agreement*
(http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_Third_Party_Network_Access_Agreement.pdf)

HSE Citrix ShareFile User Statement:

I fully accept and understand my obligations and responsibilities, especially those concerning the sharing of confidential and restricted information (clauses 6, 7, 8, 9 & 10) as outlined in this *Agreement* and I agree to be bound by the terms therein. I understand that I may be subject to the HSE’s disciplinary procedures should I fail to comply fully with this *Agreement* and the HSE I.T. policies.

Print Name:

Grade / Job Title: Personnel No:

Telephone No: Email:

HSE Functional Area / Directorate:

Location:

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Signature: Date: