

Welcome to Microsoft 365 at the University of Oslo

Before using our services, please review the following terms:

Your data

We are collecting your name and email as a part of the onboarding process. Your data will be processed in accordance with University of Oslo data processing policies.

<https://www.uio.no/english/about/regulations/privacy-declarations/>

Code of conduct

Access to the services is given to the user and shall not be shared with others.

Respect the rights and privacy of others, do not share offensive, abusive, or harmful content.

Confidentiality of data must be maintained at all times. Classify and handle data in accordance with University of Oslo's current classification, storage, and sharing guidelines

<https://www.uio.no/english/services/it/security/lis/data-classes.html>

The user shall not use the Service in violation of UiO's IT regulations or other internal guidelines, applicable law, including storing criminal material on the services or material in conflict with intellectual property rights, using the services to perform or attempt to perform illegal or harmful actions against individuals, society, the Service, subcontractors, or the University of Oslo.

The user is responsible for having the necessary approvals, having made necessary assessments, and having obtained necessary approval for the processing of personal data. Personal data must not be processed in the service in violation of the necessary assessment, approval, recommendation, and/or ethical evaluation.

Data Retention

Teams that have not had any activity for 180 days will be deleted. After deletion the data will be kept for another 90 days. Regularly review and dispose of unnecessary data securely.

Account Deletion

To keep your account active, be sure to engage in regular activity. Accounts that remain inactive for an extended period may be subject to deletion.

Credentials and security

Protect your account credentials and report any security concerns or suspicious activities promptly.

<https://www.uio.no/english/about/regulations/it/>

More information and help at:

- <https://www.uio.no/tjenester/it/lagring-samarbeid/ms365/>
- <https://www.uio.no/english/services/it/contact/it-help/>

Remember, by using our services, you agree to abide by these terms. Failure to comply may result in the loss of access to Microsoft 365 services at the University of Oslo