

## **Conditions of use for Microsoft 365**

### **For the attention of Vaudoise employees**

Vaudoise employees who access the Microsoft 365 services (including Teams) are reminded of the following rules, which they undertake to adhere to whenever they use the services. These may be amended at any time. In addition, Vaudoise wishes to point out that the principles set out in the Internal Data Protection Regulations and the Information Systems Security Guidelines must be observed.

#### **Sharing of information**

Apart from in certain exceptional cases (e.g. signed confidentiality agreement), personal data (whether sensitive or not) and non-public company information in any form (e.g. documents, images, free text) must not be shared with anyone who does not have a Vaudoise identity (e.g. an @vaudoise.ch e-mail address).

#### **Synchronizing documents on a private workstation**

The user promises that they will not enable automatic synchronization of documents to OneDrive or SharePoint sites from a private workstation.

#### **Labeling Office documents**

New Office documents (Word, Excel, PowerPoint) and new Outlook messages must be assigned the label corresponding to their level of confidentiality as indicated in the following document: "[Office Document Classification Levels](#)".

#### **OneDrive**

OneDrive is the personal storage space of Vaudoise users. Users are responsible for managing the life cycle and sharing of documents stored in their OneDrive. The business documents belonging to a group or team are not stored in OneDrive, but in SharePoint Online, which is associated with a Teams team.

#### **SharePoint Online**

As the company uses the standard SharePoint Online features, the user promises that they will not add any third-party tool.

#### **Teams**

Teams team owners are responsible for managing the channels, applications and access permissions of their team, members are only allowed to contribute.

These owners are responsible for all activities and data within their group.

As the company uses the standard Teams features, the owner promises that they will not add any third-party tool for use within their team.

Finally, Teams users are made aware that it is possible to start recording (audio and video) of a meeting, a webinar or a group call (from 3 people). An oral agreement must be requested by the presenter from the participants prior to the launch of the recording. Participants will be informed of the recording's objectives. If a participant refuses, he will be free to leave the event or the presenter will reserve the right to review his decision to record.

#### **Microsoft Planner**

Microsoft Planner allows tasks and checklists to be created and assigned to a person when using Teams. For projects in the PM3 portfolio or for recurring activities such as support or production, the reference tool is JIRA.

## **Microsoft Power Platform (Power Automate, Microsoft Power Apps and Virtual Agent)**

The framework for using these tools has not yet been defined and their use is not permitted.

Please direct any questions to [domgcir@vaudoise.ch](mailto:domgcir@vaudoise.ch)

Regular checks will be carried out to ensure compliance with these rules. Employees may face sanctions in the event of failure to observe these rules.

Vaudoise collects some information about the user when they use the environment. For more information: [List](#).