

# Directive concerning the CAMIPRO multifunction card system

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*The Direction of the Ecole polytechnique fédérale de Lausanne,*  
based on Art. 36a and Art. 36b of the [Federal Act on the Federal Institutes of Technology \(ETH Act\)](#);  
based on Art. 57i et seq. of [Government and Administration Organisation Act \(GAOA\)](#);  
based on Art. 3 para. 1 let. a of the [Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne \(Ordonnance sur l'EPFZ et l'EPFL\)](#);  
having regard to the [Ordinance on the Organisation of the Ecole polytechnique fédérale de Lausanne](#), in particular Art. 4 thereof;  
based on Art. 27 para. 1d of the [Loi fédérale du 24 mars 2000 sur le personnel de la confédération \(LPers\)](#);  
*hereby adopts the following:*

## **Section 1    General Provisions**

### **Article 1    Purpose**

The purpose of this Directive is to define the rules for the use of EPFL building access cards and electronic wallet cards and to prevent misuse in this regard.

### **Article 2    Definitions**

For the purposes of this Directive, the following definitions apply:

- a. **Holder:** anyone to whom a CAMIPRO card has been issued by EPFL;
- b. **Offline door:** an item of access control equipment that operates autonomously and without a direct connection to the access control server.

### **Article 3    Scope**

This Directive shall apply to any holder.

## **Section 2    General terms and conditions**

### **Article 4    Provision of card system**

<sup>1</sup> EPFL makes available to its community a multifunction card system known as CAMIPRO.

<sup>2</sup> Members of the EPFL community who receive a CAMIPRO card are:

- a. persons reporting to EPFL within the meaning of Art. 13 of the ETH Act, with the exception of auditors;
- b. members of EPFL's Guest Entities (EHE) and companies on site;
- c. any other person recognised in the EPFL accreditation system (ACCRED) in accordance with the directives in force.

<sup>3</sup> Visitors may obtain a CAMIPRO guest card on loan based on a well-founded request from an EPFL employee of the host unit. The duration of the loan is limited in time. The card is registered in the name of the visitor and is non-transferable.

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**Article 5 Purpose and functions**

<sup>1</sup> The CAMIPRO card is a chip card of the RFID type or similar technology. It:

- a. serves as an identification document throughout the EPFL campus;
- b. incorporates electronic key functionality allowing access control;
- c. includes an electronic wallet functionality;
- d. can offer other functionalities requiring a unique ID.

<sup>2</sup> The CAMIPRO card remains the property of EPFL, which may demand its return if a change of cards is necessary.

<sup>4</sup> The CAMIPRO card must be presented when security checks are made.

<sup>5</sup> The CAMIPRO card may be withdrawn from the holder or blocked in the event of non-compliance with the rules governing its use or in the event of measures taken in accordance with personnel law (e.g. suspension of employment).

**Article 6 Functionalities**

<sup>1</sup> The **electronic key** functionality allows the holder to gain access to EPFL buildings and premises in accordance with Section 3 of this Directive.

<sup>2</sup> The **electronic wallet** functionality allows the holder to pay certain expenses on the campus of EPFL and the University of Lausanne (UNIL).

<sup>3</sup> The **identification** functionality enables access to various services.

<sup>4</sup> The functions can be used as long as the CAMIPRO card is valid.

**Article 7 Information concerning the card**

<sup>1</sup> The card comprises personal data: surname(s), first name(s), SCIPER number (EPFL personal identification number), photograph and swisscovery barcode. The card also comprises a rewritable surface (matte surface at the top of the card) containing the information modified at the beginning of each period of validity, namely the status and the validity date.

<sup>2</sup> Each time there is a change of status or the validity date is extended, the rewritable surface of the CAMIPRO card must be updated by inserting the card into a validation terminal (for locations see <https://plan.epfl.ch/>).

**Section 3 Access management****Article 8 Access card**

The CAMIPRO card allows authorised persons to gain access to certain premises, laboratories, rooms and buildings according to a defined schedule. All such accesses are controlled by the access system.

**Article 9 Requirements for obtaining access authorisation**

The CAMIPRO card electronic key is automatically activated for generic access linked to the holder's administrative affiliation.

**Article 10 How access control works**

<sup>1</sup> Units authorised by the EPFL Department of Security, Safety and Facilities Operations (hereinafter DSE) may assign access rights to secure buildings and premises concerning them.

<sup>2</sup> Requests for additional allocations for other buildings and premises must be submitted to the DSE together with a statement of the reasons for the request.

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## **Section 4    *Electronic wallet***

### **Article 11    Functioning of the electronic wallet**

<sup>1</sup> The electronic wallet function is optional.

<sup>2</sup> The card is loaded:

- a. by debit cards at card loaders;
- b. by e-banking;
- c. by salary deduction (for employees only);
- d. online at <https://mycamipro.epfl.ch>
- e. on the EPFL Campus app.
- f. by cash at the AGEPoly shop (for students only)

<sup>4</sup> The electronic wallet function can also be used at UNIL. The database of the electronic payment system is shared between EPFL and UNIL pursuant to an agreement between the two institutions.

<sup>3</sup> Discounts at EPFL and UNIL restaurants and shops are granted according to status and upon presentation of the card.

## **Section 5    *Other card services***

### **Article 12    User ID for the library**

The CAMIPRO card enables the holder with an active swisscovery account to identify himself/herself when borrowing books from the EPFL Library (<https://library.epfl.ch/>) and from the swisscovery network.

### **Article 13    Services provided by EPFL**

<sup>1</sup> The card is used as an identifier for other services provided by EPFL:

- a. myPrint (<https://myprint.epfl.ch>);
- b. Polygrill barbecues (<https://go.epfl.ch/polygrill>);
- c. restaurants and shops (<https://restauration.epfl.ch>);
- d. event management.

<sup>2</sup> The general terms and conditions of those services apply. Those terms and conditions can be found on the websites of those services.

For restaurants and businesses, EPFL uses subcontractors. Each time the card is used, the holder's full name and SCIPER as well as the balance of the holder's account are displayed.

### **Article 14    Services provided by third parties**

<sup>1</sup> The card may be used as an identifier for other services provided by third parties:

- a. Mobility Car Sharing;
- b. Publibike self-service bicycles;
- c. Evpass electric vehicle charging;
- d. Organisation of events by associations recognised by EPFL.

<sup>2</sup> The general terms and conditions of those third parties shall apply. They can be found on their respective websites. Holders must register for these services provided by third parties via the CAMIPRO web platform (<http://camipro.epfl.ch>). By registering, they consent to the disclosure of data to these third parties.

## **Section 5    *Responsibility of the holder***

### **Article 15    Identity document**

<sup>1</sup> The CAMIPRO card is strictly personal.

<sup>2</sup> The holder must be in possession of the card throughout the campus.

### **Article 16    Access control**

<sup>1</sup> The holder is responsible for the use of their CAMIPRO card. They must ensure that unauthorised persons are not allowed into secure buildings or premises.

<sup>2</sup> Offline door rights (card access rights) are only granted to staff, except in specific cases such as association premises or cleaning rooms. Offline door rights must be revalidated every 90 days.

### **Article 17    Electronic wallet**

<sup>1</sup> Payments are made without entry of a security code.

<sup>2</sup> The holder is responsible for the use of their CAMIPRO card and the amount charged to their wallet.

<sup>3</sup> The amount charged will not be refunded in the event of misuse by a third party resulting from the loss or theft of the card.

<sup>4</sup> The amount available at the time the card was blocked will be retained. It will be reusable after the card has been unblocked or the holder has been provided with a new card.

### **Article 18    Initial issuance of the card – theft or loss**

<sup>1</sup> The initial card is issued free of charge.

<sup>2</sup> Persons who are not affiliated with EPFL within the meaning of Art. 13 of the ETH Act and who are therefore members of the EPFL Guests Entities (EHE) and of the companies on site or any other person recognised in the EPFL accreditation system (ACCRED) in accordance with the directives in force must sign the attached form “Additional rules for holders of CAMIPRO card that are not affiliated with EPFL within the meaning of Art. 13 ETH Act” before receiving their CAMIPRO card.

<sup>3</sup> The holder must report any theft or loss immediately by telephone or e-mail to the alarm monitoring and operations centre (CAE) (+41 21 693 40 00, [cae@epfl.ch](mailto:cae@epfl.ch)). They may also block the card themselves on the website <https://mycamipro.epfl.ch> (access protected by a Gaspar password) or on the EPFL Campus app.

<sup>4</sup> The holder is liable for any misuse of the card if they fail to report the theft or loss with due care. In accordance with Article 17(3), EPFL assumes no responsibility for the use of the amount charged.

<sup>5</sup> A fee is charged for obtaining a replacement card. Card replacement is free of charge upon presentation of a police report of the theft.

## **Section 6    *EPFL Management and Powers***

### **Article 19    Access control**

The DSE is responsible for the general access policy on campus in accordance with the Directive concerning Occupational Health, Safety and Security at EPFL.

## Article 20 Electronic wallet

<sup>1</sup> EPFL performs clearing and reporting operations on behalf of its subcontractors.

<sup>2</sup> EPFL reserves the right to cancel any monetary transaction carried out incorrectly or improperly on a CAMIPRO card.

## Article 21 End of activity at EPFL

<sup>1</sup> The Registrar's Office, in the case of students, the Vice Presidency for Human Development, in the case of staff, and the accreditor, in the case of other recognised persons, shall determine the end of the validity of the authorisations issued to the holder.

<sup>2</sup> Upon termination of the relationship between EPFL and the holder:

- a. The holder must update the validity of the card at a validation terminal;
- b. the rights conferred by the card are cancelled;
- c. the card must be retained and may be reactivated in the event of a return to EPFL within 12 months of its deactivation;
- d. the holder may collect any outstanding balance from his or her electronic wallet at the AGEPoly office or, upon request, by bank transfer from the Service Desk (1234@epfl.ch). Any balance not claimed within 12 months after deactivation of the card will be reallocated to the system's operating costs.

<sup>3</sup> EPFL reserves the right to require the return of the card upon termination of the holder's activity.

## Article 22 Data protection

<sup>1</sup> EPFL ensures compliance with the statutory provisions on the protection of personal data, in particular the Federal Act on Data Protection (RS 235.1),

<sup>2</sup> The following data is processed: SCIPER number, surname, first name, date of birth, gender code, photo, EPFL status, attachment(s), RFID card number, swisscovery identification number, AGEPoly member status, transaction data (cash, with timestamp, identification of the cash register/machine where the transaction was made, quantity and number of the menu or product consumed, and identification of the badge), events on the doors (with timestamp, identification of the door which the person accessed by badge).

<sup>3</sup> Data is processed for the proper use of the CAMIPRO card and the functions described in this Directive.

The data referenced in paragraph 1 shall be retained for 12 months after the holder's departure. Money movements (electronic wallet) are recorded and stored pseudonymously for 10 years as accounting records. Access to buildings and premises is recorded and a log retained for five months.

<sup>5</sup> EPFL ensures the security of personal data by using physical and logical means of security. It implements appropriate measures (technical and organisational) to safeguard the security and confidentiality of the personal data and, in particular, to prevent accidental or intentional manipulation, loss, destruction, disclosure or unauthorised access.

<sup>6</sup> EPFL may transmit the data to third parties other than those specified in Article 16 if a law so provides, if the request of a judicial or administrative authority so requires, or in order to protect its rights or interests. EPFL may share data with subcontractors or service providers working for EPFL. These shall furnish undertakings to comply with data protection legislation.

## **Section 7 Misuse**

### **Article 23 Definition**

<sup>1</sup> Any conduct that violates the provisions of this Directive or higher-ranking ordinances or laws constitutes misuse.

<sup>2</sup> Misuse includes in particular:

1. the voluntary disclosure of their CAMIPRO card to a third party in order to allow them unauthorised access to EPFL premises or resources, or to benefit from an undue advantage
2. unauthorised alteration of the information and photograph printed on the card, and of the information stored in the CAMIPRO card
3. theft or use of a third party's CAMIPRO card to access EPFL facilities or premises or to make payments

<sup>3</sup> Misuse within the meaning of paragraph 2 constitutes serious misuse if committed intentionally or repeatedly.

<sup>4</sup> The direct superiors of EPFL employees and the heads of units are obliged to report any misuse of which they are aware to the DSE.

### **Article 24 Consequences**

<sup>1</sup> Misuse may be punished by the sanctions provided for in [Ordonnance de l'EPFL sur les mesures disciplinaires](#) and, respectively, in [Opers-EPF](#).

<sup>2</sup> If the measure appears necessary to prevent further acts of misuse, the EPFL Direction may order the deprivation or restriction of access to EPFL campuses, where applicable by limiting the measure to a specific period. If possible, the person concerned shall be heard beforehand.

<sup>3</sup> An appeal may be lodged against the decision of the EPFL Direction to the ETH Appeals Commission (Art. 37 of the [ETH Act](#)).

<sup>4</sup> EPFL reserves the right to demand reimbursement of the costs incurred as a result of the misuse, including the costs of subsequent analyses and investigations, in accordance with the applicable legal provisions.

## **Section 8 Final provisions**

### **Article 25 Entry into force**

The present Directive came into force on 1 June 2012 and was revised on 15 March 2021 (version 1.5), on 1 August 2024 (version 1.6) and on 1 January 2025 (version 1.7).

On behalf of the EPFL Direction:

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