

# General conditions concerning the CAMIPRO multifunction smart card system

LEX 1.5.8

1<sup>st</sup> June 2012, status as at 15<sup>th</sup> March 2021

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*The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:*

## **Section 1    General points**

### **Article 1    Parties**

<sup>1</sup> The Ecole polytechnique fédérale de Lausanne, hereinafter EPFL, provides its community with a multifunction smart card system called CAMIPRO.

<sup>2</sup> The following members of the EPFL community obtain a CAMIPRO card:

- employees;
- students;
- persons attached to EPFL Guest Entities (EHE) and companies on the site;
- all other persons recognised in the EPFL accreditation system (ACCRED) in accordance with current directives, with the exception of auditors.

### **Article 2    Subject and functions**

<sup>1</sup> The CAMIPRO card is a smart card of the RFID type issued to persons who are members of the EPFL community and accredited as such. It:

- serves as a means of identification throughout the EPFL campus;
- incorporates an electronic key functionality allowing access control;
- comprises an electronic wallet functionality;
- can offer other functionalities requiring a unique ID.

<sup>2</sup> The CAMIPRO card remains the property of EPFL, which can require its restitution or cancel the rights it confers.

<sup>3</sup> The original card is supplied free of charge. Any replacements must be paid for.

<sup>4</sup> The CAMIPRO card must be presented when security checks are made. It may be withdrawn from its holder in the event of non-compliance with EPFL rules and regulations.

### **Article 3    Terms relating to the general conditions**

<sup>1</sup> The present general conditions govern the relations between EPFL and the cardholder. They override any other information that may have been communicated orally, in writing, or in electronic or any other form.

<sup>2</sup> Upon receiving the card and before using it, the holder acknowledges that they have read and accepted the present general conditions.

<sup>3</sup> The present general conditions come into force at the time the CAMIPRO card is received and remain in force until its expiry.

<sup>4</sup> EPFL reserves the right to amend the general conditions. The latter are available on the Polylex site (<http://polylex.epfl.ch/>) and the CAMIPRO site (<http://camipro.epfl.ch>).

## Article 4 Functionalities

<sup>1</sup> The **electronic key** functionality allows the holder to:

- gain access to EPFL buildings;
- enter certain premises with controlled access.

<sup>2</sup> The **electronic wallet** functionality allows the holder to pay for certain things on the EPFL campus.

<sup>3</sup> The **NEBIS identification** functionality (library network) allows the holder to borrow books from the EPFL Library.

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

## Article 5 Information concerning the card

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

- status:
  - apprentice,
  - student,
  - PhD student,
  - continuing education,
  - personnel,
  - guest,
  - retiree,
  - person from outside EPFL,
  - company,
  - UNIL student,
  - UNIL PhD student,
  - EPFL Innovation Park;
- date of validity.

<sup>2</sup> Each time there is any change of status or prolongation of the date of validity, the reinscribable surface of the CAMIPRO card must be updated by inserting the card into a validation terminal (for location see [http://camipro.epfl.ch/camipro\\_infoterminals](http://camipro.epfl.ch/camipro_infoterminals)).

## Section 2 Access management

### Article 6 Access card

The CAMIPRO card allows authorised persons to gain access to certain premises, laboratories, rooms and buildings outside of official opening times. All of these accesses are controlled by the access system.

### Article 7 Condition for obtaining access authorisation

The CAMIPRO card electronic key is activated by the main administrator, in agreement with the Department of Security, Safety and Facilities Operations (hereinafter DSE). Specific rights are attributed and managed by local administrators.

## **Article 8    Functioning of access control**

The CAMIPRO card is activated on the authorisation of the main administrator. Local administrators can only activate access rights for the buildings and premises that concern them (entrances of buildings, secure premises, etc.).

## **Article 9    NEBIS ID for library**

The CAMIPRO card allows its holder to log in when borrowing books at the EPFL Library (<http://library.epfl.ch/en>).

## **Article 10    Other functionalities**

The card is used as a means of identity for other services operated by third parties. The general conditions of the third parties concerned apply. These conditions can be found on the internet sites of the service suppliers:

- myPrint ([http://camipro.epfl.ch/myprint\\_impressions\\_copies](http://camipro.epfl.ch/myprint_impressions_copies));
- [Mobility Car Sharing](#);
- ElectricEasy ([http://camipro.epfl.ch/electriceasy\\_autopartage\\_electrique](http://camipro.epfl.ch/electriceasy_autopartage_electrique));
- [Publibike](#) self-service bike stations (<https://camipro.epfl.ch/publibike>);
- [Green Motion](#) electric vehicle charging (<http://camipro.epfl.ch/greenmotion>);
- use of Polygrill barbecues ([http://camipro.epfl.ch/polygrill\\_barbecues\\_electriques](http://camipro.epfl.ch/polygrill_barbecues_electriques)).

Users fully accept these general conditions when registering for the different services via the CAMIPRO web platform (<http://camipro.epfl.ch>).

## **Section 3    Responsibility of cardholder**

### **Article 11    Access control**

<sup>1</sup> The card holder is responsible for the use of their CAMIPRO card. The holder ensures that they do not allow unauthorised persons to enter secure buildings or premises.

<sup>2</sup> The CAMIPRO card is strictly personal, and it is forbidden to lend it to third parties. Any misuse will be punished by withdrawal of the card or a period of suspension of the rights conferred by the card. EPFL reserves the right to take disciplinary action.

### **Article 12    Electronic wallet**

<sup>1</sup> The card may be loaded:

- with debit cards at card loaders (<http://camipro.epfl.ch/chargement#bornes>);
- by e-banking (<http://camipro.epfl.ch/loading#ebanking>);
- by salary (for employees only: <http://camipro.epfl.ch/loading#salaire>).

<sup>2</sup> The holder is responsible for the amount loaded onto their CAMIPRO card.

<sup>3</sup> No reimbursement of the loaded amount will be made 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 is blocked is retained. It will be reusable after unblocking or made available via a new card.

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## **Section 4 Management and EPFL competences**

### **Article 13 Access control**

EPFL is responsible for the general accessibility policy on the campus. Within this framework, the level 2 units are responsible for attributing access authorisations for the buildings and premises that concern them (with the exception of secure premises and premises subject to a secure approval workflow). Exceptional cases form the subject of a justified request submitted to the DSE.

### **Article 14 Electronic wallet**

<sup>1</sup> EPFL carries out clearing and reporting operations on behalf of its partners.

<sup>2</sup> EPFL reserves the right to cancel any monetary transaction carried out via a CAMIPRO card in an erroneous or fraudulent manner.

### **Article 15 End of activity at EPFL**

<sup>1</sup> The Registrar's Office, for students, Human Resources, for personnel, and the accreditor, for other recognised persons, determine the end of the validity of authorisations issued to the holder.

<sup>2</sup> Upon the termination of relations between EPFL and the cardholder:

- the latter is obliged to return the card to the CAMIPRO Card Office (premises BS 143) or send it by internal or standard post to the CAMIPRO Back-Office, BS 143, Station 4, 1015 Lausanne) and the rights it confers are cancelled;
- the cardholder can retrieve any outstanding balance on their electronic wallet at the AGEPoly office. Any balance not claimed within a deadline of 3 months after the termination of relations will be reallocated to the system's operating costs.

### **Article 16 Theft or loss**

<sup>1</sup> In the event of theft or loss, the card must be blocked either by the user themselves via the website <https://mycamipro.epfl.ch/client/card> (secure access with Gaspar password), or at the PCC. The cardholder must announce any theft or loss immediately by telephone or email to the alarm monitoring and operations centre (CAE) (+41 21 693 40 00, [pcc@epfl.ch](mailto:pcc@epfl.ch)).

<sup>2</sup> The holder is responsible for any misuse that may be made of their card if they fail to promptly announce its theft or loss.

<sup>3</sup> To obtain a replacement card, an administrative charge of CHF 25.- must be paid.

### **Article 17 Data protection and processing**

<sup>1</sup> EPFL guarantees the respect of the legal provision regarding the protection of personal data in application of the Federal Act on Data Protection of 19<sup>th</sup> June 1992 (R.S 235.1) and of Regulation 2016/679 of 27<sup>th</sup> April 2016 regarding the protection of physical persons with regards to the processing of personal data and the free movement of such data. EPFL applies the General Data Protection Regulation (GDPR) as standard reference.

<sup>2</sup> Only data which are strictly necessary for the purposes of processing are collected, specifically: SCIPER number, surname, forename, date of birth, photograph, EPFL status, attachment(s), RFID card number, NEBIS number (for the library), AGEPoly member status, transactional data (electronic payments, with timestamp, ID of the checkout or ATM where the transaction has taken place, and ID of the person who has badged), door events (with timestamp, ID on the door at which the person has badged).

<sup>3</sup> Data processing is executed for clear, legitimate and specific purposes. The main purposes are the printing of the CAMIPRO card, the management of users in the access control system, the management of users in the electronic payment system, and the management of users in

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the parking system. Personal data are not subsequently processed in a manner inconsistent with the purposes outlined above or on the collection forms.

<sup>4</sup> Personal data are stored uniquely for the period necessary for the completion of these purposes, in respect of the regulations in force. Data and documents relating to an identifiable person are deleted physically and confidentially as soon as they are no longer of use with regards to the purpose for which they have been collected. At the issuance and use of the CAMIPRO card, data listed in Article 5 paragraph 1 are recorded. Currency movements (electronic wallet) are recorded and stored for a period of 10 years. At the end of this period they are destroyed. Data concerning access to buildings and premises are recorded and conserved for a period of 5 months. At the end of this period they are destroyed. The data recorded may be used internally by the DSE for investigatory reasons.

<sup>5</sup> EPFL ensures the security of personal data collected by implementing data protection strengthened through the use of physical and logical security measures. It implements suitable technical and organisational measures for the preservation of the security and confidentiality of personal data, and specifically to prevent any accidental or intentional manipulation, loss, destruction or communication, or any non-authorized access. These measures are in accordance with the acknowledged rules, taking into account the risks involved for the protection of data collected.

<sup>6</sup> In accordance with legal provisions, EPFL informs CAMIPRO card holders of the implemented processing of personal data. With individual consent, or if the law so allows, EPFL uses these data to analyse the preferences and tendencies of these individuals.

<sup>7</sup> In accordance with legal provisions, individuals have a right of access, interrogation, modification and rectification of the information that concerns them. They also have the right to oppose the processing of these personal data for legitimate reasons, as well as the right to oppose the use of these data for commercial prospection purposes in the conditions set out in the applicable regulations. They may request the communication of their personal data. However, the head of processing reserves the right to refuse all requests considered to be abusive. Requests must be sent by post to the following address: EPFL, Camipro Back-Office, [BS 143](#), Station 4, 1015 Lausanne, or by email to: [camipro@epfl.ch](mailto:camipro@epfl.ch).

<sup>8</sup> In principle, personal data are processed and stored in Switzerland or in the European Union.

<sup>9</sup> EPFL shares personal data with the individual consent of CAMIPRO card holders or if it has a lawful basis for doing so, or if the sharing of personal data is part of a task of public interest. EPFL may transfer these data to third parties if so required by the law or by a judicial or administrative authority, to protect its rights or interests. The School may share these data with affiliates under its control; with data processors or service providers who work under its name; to protect its clients, human lives, and the rights or property of EPFL. EPFL may utilise data processors and service providers, in particular technical service providers, within the limitations necessary for the completion of services requested of them. These providers offer assurances of compliance with legislation regarding data protection.

<sup>10</sup> If EPFL should use a foreign service provider, it shall respect the applicable legal framework and shall adopt the measures required by law prior to communication abroad.

<sup>11</sup> The provisions regarding data protection are governed by Swiss and European law, with the exception of rules on conflicts of laws. CAMIPRO card holders accept the exclusive jurisdiction of the courts of Lausanne (Switzerland).

<sup>12</sup> Within the limits of the law, EPFL fully and completely declines all liability for any possible prejudice or damages relating to personal data incurred through the use of the website, services and all other element relating to a contract. This exclusion notably includes, without limitation, all prejudice and all indirect, special, consequential, exemplary or punitive damages, the loss of profits or indeed the loss of data.

**Article 18    Operating defects**

The cardholder cannot claim damages for technical incidents and system breakdowns precluding the use of the CAMIPRO card.

**Section 5    *Final provisions***

**Article 19    Entry into force**

The present regulations entered into force on 1<sup>st</sup> June 2012 and were revised on 15<sup>th</sup> March 2021 (version 1.5).

On behalf of the EPFL Direction:

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