



UZ
LEUVEN

LOGISTIEK EN MOBILITEIT

Undersigned,

Declares that they have received the key or entrance on the badge (see annex – to paraphernum) from UZ Leuven and agrees to the following regulations on the use of keys and access badges.

Rules on the use of keys and access badges

1. The use of the keys and badge (hereinafter referred to as 'the Object') shall be transferred by UZ Leuven only to the recipient of the Object (hereinafter referred to as 'the Recipient') in the context of the contract entrusted by UZ Leuven, either under an employment contract or in the execution of another contract.
2. The use of the Article is strictly personal and its transfer to third parties is therefore not permitted. In the event that the Object is transferred by UZ Leuven to a legal person, that legal person may transfer it to an appointee as necessary in the context of the contract entrusted by UZ Leuven, but the legal person will be responsible for ensuring that that appointee is informed of current regulations and will continue to guarantee its compliance.
3. In the event of damage, late surrender or loss to the Item, this shall be reported without delay to toegangsbeheer@uzleuven.be and any costs that follow it will be refunded at first request, to the extent permitted by law.
4. The Object will be returned to UZ Leuven at the latest as soon as the assignment ends. UZ Leuven always reserves the right to modify or reclaim the user rights to the Object at any time.
5. For use outside the employment contract, the Recipient acknowledges that he has received and will comply with the UZ Leuven brochure 'Safe Working in UZ Leuven'. The Receiver or one of his appointees may be questioned about the content of this document by UZ Leuven.
6. By receiving the Object, it is undertaken to treat any information which may be confidential and directly or indirectly related to the assignment (such as all information on patients, staff and personnel matters, reports, business information in the broadest sense, medical-technical, technical, financial or commercial data (such as all information on patients, staff and personnel matters, reports, business information in the broadest sense, medical-technical, technical, financial or commercial data, etc.) as well as classified information.
7. UZ Leuven will only use the personal data it receives in the context of the management of the Item for this purpose, to the exclusion of any other.

Leuven, / /

Signature