

Terms and Conditions of Microsoft Teams for Guest Users

Skyguide offers to external partner a platform powered by Microsoft Teams for shared workspace for collaboration and communication of non-Confidential information.

By using Microsoft Teams for shared workspace offered by Skyguide, you agree to be bound by the terms and conditions set out herein. You also agree to be bound by applicable end-user license terms of Microsoft which can be found on www.microsoft.com.

Skyguide runs critical infrastructure where safety and security have highest priority.

It is therefore of utmost importance that business partners observe strict information security practices, even though this is sometimes more inconvenient. Tools and platforms provided by Skyguide shall therefore only be used for the intended purpose, in a professional manner and for the minimum period necessary.

Skyguide infrastructure team preserves the right to immediately block any access in case of well-founded suspect of abuse, unprofessional use or non-compliance with applicable Skyguide Policies.

No right of whatsoever kind is granted to you related to Microsoft Teams and any of its content unless explicitly specified herein.

Intended use of Microsoft Teams

MS Teams may be used for group chat, channelled conversations, instant messaging, live document collaboration (online co-authoring), collaborative data analysis, calls and meetings (from 1:1 to fully featured audio/video conferencing).

Teams shall therefore not be used for:

- Storage, communication or processing of Confidential information.
- Consultations, validation, approval or publication of information for operational use or records keeping
- Data management and storing database files beyond their immediate use
- Publishing documentation for operational use

Generally, priority shall be given to information security, safety and quality rather than convenience.

Other platforms and access methods are available that allow secured collaboration for Confidential or other sensitive information.

As an external guest user, you must observe the following rules:

- Your guest account is a personal account and shall not be shared with any third parties including your colleagues

- All content in the workspace belong to Skyguide, no download or sharing is permitted without prior approval in writing from the Teams Owner
- Only sanitized content (checked against viruses) shall be uploaded to the workspace
- Inform the Teams Owner (the Skyguide employee who invited you) as soon as you no longer need to access to the workspace or your email address is changed or no longer used.

As an external guest user, your privileges are restricted due to security requirements. Certain activities can only be performed by the Teams Owner. The following table provides an overview of activities available to guest users:

Capability in MS Teams	Guest user
Inviting users, assigning roles and revoke access	No
Create, modify and delete Channels	No
Participate in a private chat	Yes
Participate in a channel conversation	Yes
Post, delete and edit messages	Yes
Share a channel file	Yes
Access and edit files in the workspace doc library	Yes
Attach files	Channel post only

Please ask the Teams Owner for support for activities you are not permitted to perform.

Content Management

Documentation that is in operational use or other sensitive and/or confidential information shall not be stored in Teams Workspaces.