



Note : German word is binding , English for your convention. Please sign the German paper!

Dropbox Installation : Rules & Information

Dropbox is a webbased application for saving and synchronizing personal data between different computers and users. The usage of this application can cause problems, especially in Windows domains provided by HRZ.

For legal reasons, you are allowed to use Dropbox under the following conditions:

1. Installation

The installation of Dropbox is only allowed under permission of your administrator. The directory of Dropbox must be local, it is not allowed to be saved under some profile or any network drive.

To prevent problems, it's recommended to use Dropbox via the web access, without clientsoftware.

2. Using Dropbox

Each user is responsible for his own usage of Dropbox.

3. Data Backup

Each user is responsible for his own backup on external drives and synchronization. Data from the Dropbox directory will NOT be saved in the backups made by HRZ.

Experiences have shown that using Dropbox with big data can cause problems during synchronization.

4. Special rules, especially for personal data

Each user is responsible for abidance by the law, which means that personal data submitted outside of coverage of german law should only be submitted by consideration of § 17 HDSG (Submitting data out of Germany).

We recommend not to save any personal data on Dropbox.

5. Handling disturbance

If Dropbox is causing problems with your computer/any IT-System because there was any virus or malware synchronized we have to bill you for recovery of these computer/IT-System.

In case these problems occur often Dropbox can be prohibited and/or limited by HRZ.