

# **eRAS System User guide RASWEB Account request**

*for the exclusive use of external suppliers, OLO, Temporary and Frequent Visitors*

*This document was prepared in compliance with the Code of Ethics and Control and the Model 231*

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## 1. SUMMARY


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## 2. ACRONYMS

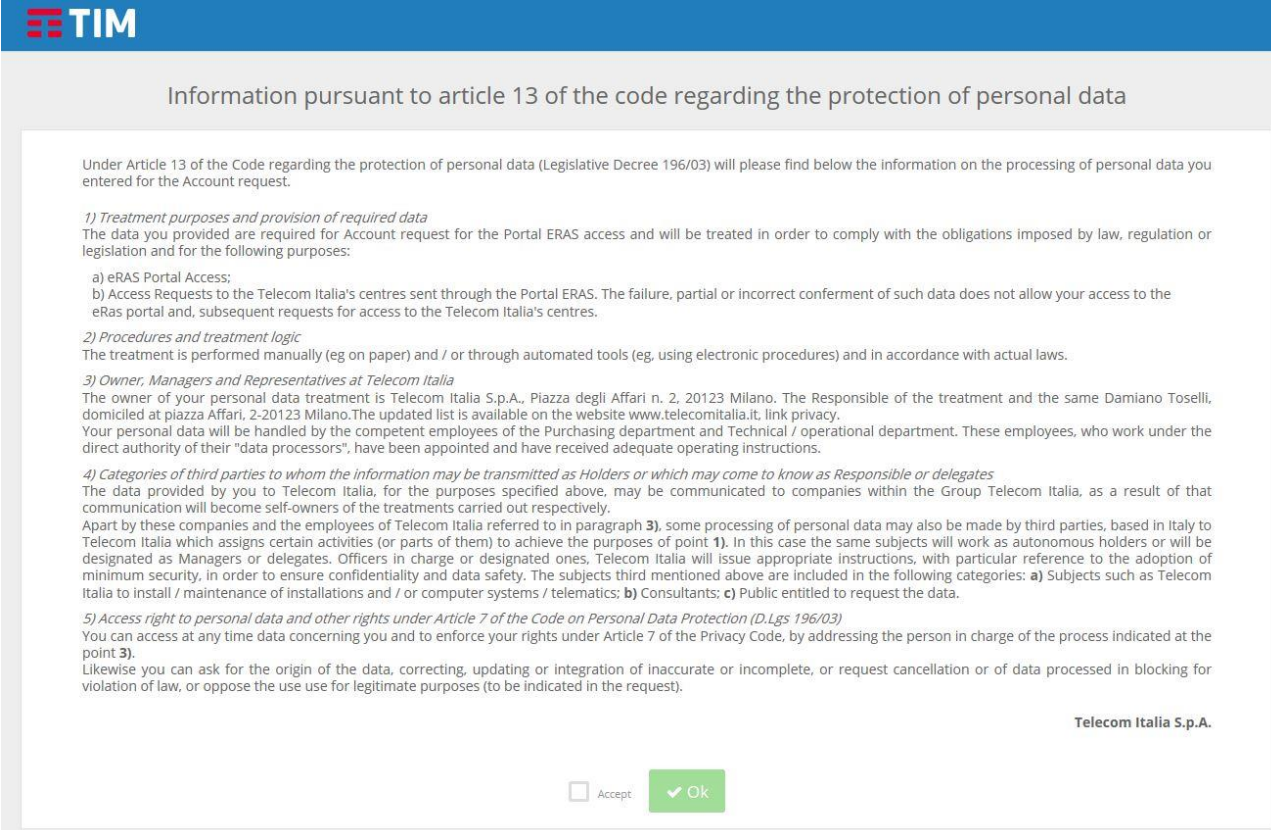
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<b>RAS</b>	Request access to the centres
<b>eRAS</b>	Electronic RAS
<b>CR</b>	Control Room Security
<b>OLO</b>	Other License Operators

		Document type: <b>Guide</b>		
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### 3. ACCOUNT REQUEST

To apply for a new account must be "accepted" the information on the processing of personal data (fig. 2).



**TIM**

Information pursuant to article 13 of the code regarding the protection of personal data

Under Article 13 of the Code regarding the protection of personal data (Legislative Decree 196/03) will please find below the information on the processing of personal data you entered for the Account request.

*1) Treatment purposes and provision of required data*  
The data you provided are required for Account request for the Portal ERAS access and will be treated in order to comply with the obligations imposed by law, regulation or legislation and for the following purposes:

a) eRAS Portal Access;  
b) Access Requests to the Telecom Italia's centres sent through the Portal ERAS. The failure, partial or incorrect conferment of such data does not allow your access to the eRas portal and, subsequent requests for access to the Telecom Italia's centres.

*2) Procedures and treatment logic*  
The treatment is performed manually (eg on paper) and / or through automated tools (eg, using electronic procedures) and in accordance with actual laws.

*3) Owner, Managers and Representatives at Telecom Italia*  
The owner of your personal data treatment is Telecom Italia S.p.A., Piazza degli Affari n. 2, 20123 Milano. The Responsible of the treatment and the same Damiano Toselli, domiciled at piazza Affari, 2-20123 Milano. The updated list is available on the website [www.telecomitalia.it](http://www.telecomitalia.it), link privacy. Your personal data will be handled by the competent employees of the Purchasing department and Technical / operational department. These employees, who work under the direct authority of their "data processors", have been appointed and have received adequate operating instructions.

*4) Categories of third parties to whom the information may be transmitted as Holders or which may come to know as Responsible or delegates*  
The data provided by you to Telecom Italia, for the purposes specified above, may be communicated to companies within the Group Telecom Italia, as a result of that communication will become self-owners of the treatments carried out respectively. Apart by these companies and the employees of Telecom Italia referred to in paragraph 3), some processing of personal data may also be made by third parties, based in Italy to Telecom Italia which assigns certain activities (or parts of them) to achieve the purposes of point 1). In this case the same subjects will work as autonomous holders or will be designated as Managers or delegates. Officers in charge or designated ones, Telecom Italia will issue appropriate instructions, with particular reference to the adoption of minimum security, in order to ensure confidentiality and data safety. The subjects third mentioned above are included in the following categories: **a)** Subjects such as Telecom Italia to install / maintenance of installations and / or computer systems / telematics; **b)** Consultants; **c)** Public entitled to request the data.

*5) Access right to personal data and other rights under Article 7 of the Code on Personal Data Protection (D.Lgs 196/03)*  
You can access at any time data concerning you and to enforce your rights under Article 7 of the Privacy Code, by addressing the person in charge of the process indicated at the point 3). Likewise you can ask for the origin of the data, correcting, updating or integration of inaccurate or incomplete, or request cancellation or of data processed in blocking for violation of law, or oppose the use use for legitimate purposes (to be indicated in the request).

Telecom Italia S.p.A.


Accept  Ok

Fig. 2

Confirmed and accepted the information, you must complete the account request page (fig. 3).

Indicated with an asterisk are required fields:

- External company
  - Company name
  - Vat
- Applicant
  - Name
  - Surname
  - Phone number
  - E-mail

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- Language in which you will receive notification system e-mail
- Recipient data:
  - Enter the e-mail address of the Telecom Italy recipient, without the domain.
  - Select the domain or e-mail address from the dropdown menu.

Corporate data

Company name \*

VAT \*

Tax code \*

Address

Municipality  Zip code

Province  Nation

Company  Italian  Foreign

Phone

Fax

E-mail

Notes

Applicant's data

Name \*

Surname \*

Cellphone

Phone \*

E-mail \*

Language for receiving mail \*

Notes


Recipient data

Recipient e-mail \*

The Coordinator/Manager as a person entitled to sign in the name and on behalf of the Company/Organization, at the beginning of the relationship with Telecom Italy or companies of the group and for every variation, should be sent to the Principal Function list of staff same company authorized to request account on the system eRAS.

Fig. 3

Once you have entered the required data, simply press the "Send" button.

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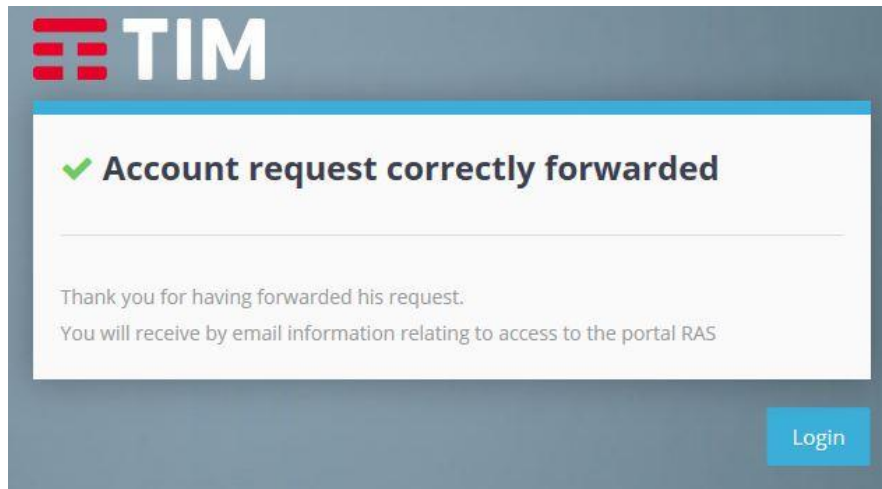


Fig.4

You will receive an e-mail with a username and temporary password that must be changed on first login.

Policies for password setting are as follows:

1. password length must be between 10 and 15 characters,
2. the password must be composed of at least one uppercase alphabetic character, a lowercase one, a numeric one and a special character (@, #, \$, %, ^, &, +, =, !),
3. The password must not contain white spaces in any position,
4. password must not contain more than 3 repeated chars,
5. the new password must be different from the last four ones,
6. the new password must differ from the preceding for at least 3 characters,
7. after 4 login failures, eRas system blocks the user account
8. it's not allowed to change password before a day passed since last change,
9. authentication credentials not used for at least 6 months will be disabled. In this case, from the login screen, you can ask re-activation to the reference recipient.