

UoR REDCap Terms of Use

In using the University of Reading (UoR) [REDCap service](#) you agree:

- to use REDCap in accordance with the [REDCap License Terms](#), for non-commercial research, educational or operational projects which have a designated UoR PI/project lead only, or for practice purposes using dummy data only, and not to use REDCap as the basis for providing a service (either gratis or for a fee) to any third party;
- if you are a member of UoR staff: that you have completed UoR mandatory online [Data Protection and Information Security training](#) within the two years previous to requesting a UoR REDCap user account;
- that you have read and understood the following UoR [Information Compliance Policies](#): the University's Data Protection, Information Security, Bring Your Own Device, Remote Working and Information Security Incident Response Policies;
- that you have read and understood the UoR [Data Protection for Researchers](#) guide;
- to process any identifiable data stored in REDCap in accordance with the requirements of the Data Protection Act;
- to use your access credentials to access REDCap only as long as you remain a member of a REDCap project;
- not to share your REDCap access credentials with anyone, and to change your password immediately if you suspect it may have been compromised;
- if you suffer, or suspect that you may have suffered, a data security compromise, to report the incident without delay to the owners of all projects which you have access to and to the REDCap Administrators, and if required to report an [Information Security Incident](#) in accordance with University procedure;
- if you are the Sponsor of a student or non-UoR user of UoR REDCap, to be responsible for the sponsored user's awareness of and compliance with the UoR REDCap Terms of Use.

Additionally, if you are the PI or the owner of a REDCap project you agree:

- to use REDCap only for non-commercial research, educational or operational purposes in accordance with the [REDCap License Terms](#);
- to ensure that any research project has obtained all necessary ethical approvals by the date it is moved to production;
- to ensure that all members of the project team working on the direction or under the auspices of the University, including UoR staff, students, and non-UoR team members, are suitably trained in data protection, have read the UoR [Data](#)

Protection for Researchers guide, and will act in compliance with all data protection laws while working on the project;

- to use REDCap for the processing of participant identifiable data only where necessary for the purposes of the project;
- to use the data stored in REDCap only for the purpose for which it was collected, and in accordance with the information given to/consent given by the participant;
- to immediately remove from your REDCap project any user who ceases to be a member of the project team and to inform the REDCap Administrator (uor-redcap@reading.ac.uk) when a user no longer requires access to REDCap for purposes of the project;
- to accept responsibility for any data loss caused by moving a project to production or making any design changes to a project in production;
- to be responsible for all project data that have been collected under your management as long as they continue to be stored in REDCap;
- to keep any personal data stored in REDCap under review, and to remove them from REDCap when the purpose(s) for which they were collected no longer apply;
- if you leave the University, to delete the project from REDCap or transfer it in REDCap to another PI/project owner;
- when the project is completed, to delete it from REDCap or to change the project status in REDCap to Completed, in which status it can be maintained for a period of up to one year, and on the expiry of which term the project must either be returned to production or deleted from REDCap.