

Giving access to REDCap and conditions of use

1. REDCap

The REDCap service (hereinafter "REDCap") at St. Anne's University Hospital in Brno (FNUSA) allows online or offline data collection. REDCap offers a free, easy-to-use and secure method of flexible and robust data collection. This implementation allows users to access the data that are collected in the project. It is primarily used to collect research data, but can also be used to create questionnaires, registration forms, databases for administration, etc.

2. Types of user access

There are 4 types of user access to the REDCap system:

- **REDCap System Administrators** – FNUSA employees responsible for the administration and maintenance of the REDCap application, servers and database. They are also part of the REDCap Support Team that provides assistance with the use of REDCap.
- **REDCap Project Managers** – users responsible for project management. They can create and edit projects, and are responsible for maintaining the project access list. They must ensure that the project is in "Production" status before actively collecting data. To monitor all projects, regular system checks by REDCap System Administrators are in place, at least once every six months. The REDCap Project Manager will be contacted if the project, which is still in "Development" status, appears to involve the collection of raw (non-test) data.
- **Regular REDCap users** – users who have access to a specific project with the approval of the REDCap Project Manager. He also assigns them user roles, which allow them to perform various operations in the project.
- **Users accessing via an identification link** – users who have access to the project via an identification link. They have no user account created in REDCap.

3. Requesting access to REDCap

FNUSA employees can request access to REDCap by requesting it in NetEkman at the following link:

<https://netekman.fnusa.cz/ZadostInformUI.aspx?Akce=master#li26>

Persons requesting access to REDCap who are not employees of FNUSA, and who have a contracted collaboration with FNUSA, must ask the project investigator to contact the Biostatistics Department (BST) at **redcap@fnusa.cz**. In the e-mail, the project investigator will specify to whom, to which project and with which user roles they want to provide access. The username is assigned by the REDCap System Administrator and the password is set by the user when they first log in.

The account will be activated after the first login.

4. Conditions of using REDCap

The conditions under which a user may use REDCap are:

1. REDCap may not be used for commercial or personal purposes.
2. Users must comply with all applicable laws (including data protection and cybersecurity laws) when using REDCap.
3. REDCap users may not collect more information than is necessary to achieve the legitimate objectives of the project for which the collection is performed.
4. REDCap users may train on how to use REDCap by watching training videos at the following link: <https://redcap.fnusa.cz/redcap/index.php?action=training>. Training videos are available to anyone even without a user account. FNUSA employees can also attend the present training offered by the BST department. The necessity of training is at the consideration of the project investigator.

5. Training for the project is provided by the REDCap Project Manager (or other designated staff) in the form of a user manual. The user manual is a simple and detailed guide that provides information on how to use and complete the project, and may also include support contacts for using the project.
6. The REDCap Project Manager is responsible for reviewing his/her projects on a regular basis, at least quarterly. Specifically, they must focus on updating the access list and checking the status.
7. Users using the Application Programming Interface (API) receive a token when connecting applications. They must protect the token from misuse to the same degree as passwords.
8. Users access to the project will be terminated based on the decision of the project investigator.
9. In case of termination of employment in FNUSA or termination of the contract of cooperation with external departments, access to REDCap is cancelled by REDCap System Administrators.
10. User's account will be automatically suspended (deactivated) if the user has not logged into REDCap in the last 180 days. The account can be reactivated by the REDCap System Administrators after receiving a request from the user via the online form available at the link:
<https://redcap.fnusa.cz/redcap/surveys/?s=A7HP74YAR4FNMCJT>
11. When a REDCap Project Manager leaves his/her position, they must pass their role in the project. They must contact their direct supervisor at least 30 days before leaving their position to find a new REDCap Project Manager. If a new Project Manager is not assigned within 30 days of termination, the project will be moved to "Complete" status.
12. The following user activities will be recorded and monitored when using REDCap:
 - Login, logout.
 - Activities performed by the user and the time of their execution.
 - Any access to or changes in records.
 - Monitoring of online status.
 - Locations from which users access the REDCap application.
13. REDCap System Administrators send all information regarding system functionality, updates, feedback etc. to all REDCap users. Information is also posted on the BST website at the following link:
<https://biostatistics.fnusa.cz/blog/>
14. REDCap is available 24 hours per day. However, access to REDCap may be temporary interrupted without notice in case of breakdown, maintenance, system repair or other reasons. Users will be notified by System Administrators when REDCap availability is restored.
15. REDCap support is provided by the REDCap Support Team. Users who need help or assistance with the use of the REDCap must fill out the online support request form available on the website:
<https://redcap.fnusa.cz/redcap/surveys/?s=A7HP74YAR4FNMCJT>