



**Terms and conditions for the use of the REDCap platform of the Department
and Delegation Log for Authorisation to Use the REDCap Platform**

The undersigned Prof./Dr. _____, employed at the Operative Unit of
_____, within the Department of Diagnostics and
Public Health of the University of Verona, in the capacity of Principal Investigator of the study (title and/or acronym):

REQUESTS (tick one or more boxes)

the creation of a personal account to use REDCap of the Department of Diagnostics and Public Health of the University of Verona; access credentials will be sent only to institutional e-mail address. ☐

the creation of a new project in REDCap of the Department of Diagnostics and Public Health of the University of Verona (a blank project will be activated and configured according to the study) (to be requested for each new project). ☐

the creation of REDCap Department of Diagnostics and Public Health of the University of Verona accounts for the following collaborators: ☐

Name	Surname	Institution e-mail	Role*	Exp. date dd/mm/yyyy



***Roles:**

- **PI = Principal Investigator** (legally responsible for the project and the data entered; full management of the project roles and data—entry, editing, export, —and of user roles with access to the project)
- **co-PI = co-Principal Investigator** (full management of the project roles and data—entry, project editing, export—and of user roles with access to the project)
- **D = Designer** (project design and set up, execute data quality rules and report creation)
- **I = Investigator** (data entry and editing, execute validation rules and report creation)
- **DC = Data Clerk** (data entry with no exporting or editing data privileges)
- **DM = Data Monitor** (data check, execute validation rules and report creation)
- **Data Analyst:** Access, and export pseudonymised datasets for statistical analysis and reporting purposes.

By requesting access to the REDCap installation of the Department of Diagnostics and Public Health, University of Verona, and the set-up of a data-entry project, you acknowledge and agree to the following terms and conditions:

- This REDCap installation is provided exclusively for academic and scientific research purposes. Any commercial use or use for profit-making activities is strictly prohibited.
- Only projects formally linked to the institutional activities of the Department of Diagnostics and Public Health, University of Verona, are permitted.
- Projects requiring Ethics Committee approval will be moved to production mode only after receipt of final Ethics Review Board (ERB) approval. Official approval documentation must be sent to the REDCap administrators at redcapddph@ateneo.univr.it prior to activation.
- All data must be handled in full compliance with the General Data Protection Regulation (GDPR) (EU) 2016/679, as well as any applicable national or international data protection legislation.
- The Principal Investigator is responsible for ensuring that all research activities conducted within REDCap comply with ethical, legal, and institutional requirements.
- All individuals authorised to access the REDCap installation must be adequately trained in REDCap project management and use, according to their assigned roles and responsibilities. The Principal Investigator is required to maintain an up-to-date record of the specific training provided to all authorized collaborators, certifying their understanding of the security procedures and confidentiality obligations related to the REDCap platform.
- All authorised users must take all reasonable measures to ensure the confidentiality, integrity, and security of the data and systems accessed through REDCap. Any suspected or actual data breach must be reported to the REDCap Administrator and the institutional Data Protection Officer immediately and no later than 24 hours after discovery, to ensure compliance with the legal notification obligations under Art. 33 of the GDPR.
- Only data specified in the approved study protocol may be collected and entered into REDCap. All data must be anonymised or pseudonymised in accordance with the GDPR and REDCap Operating Instructions; no directly identifiable personal data may be recorded.
- The collection of direct or indirect personal identifiers that could lead to the identification of study participants must be avoided.



- In cases where data ownership lies outside the Department of Diagnostics and Public Health, University of Verona, a data processing agreement must be signed before any data are entered into the system.
- Data stored in REDCap will be processed solely for the purposes for which they were collected, in accordance with legal requirements and the informed consent provided by study participants (when applicable).
- Data will be deleted when the purposes for which they were collected no longer apply.
- All project collaborators must be appropriately informed about data protection and data processing obligations and must act in compliance with applicable privacy legislation.
- REDCap access credentials are personal and non-transferable. In the event of suspected compromise, passwords must be changed immediately and the REDCap administrators informed at redcapddph@ateneo.univr.it.
- Any user who ceases to collaborate on the study will be promptly removed from the REDCap project.
- Data can be collected in production mode. Users acknowledge that making changes to a project may result in data loss.
- In the event that the employment relationship with the University of Verona or the affiliation with the Department of Diagnostics and Public Health is terminated, the REDCap administrators shall be notified without delay in order to delete the project or transfer responsibility to another Investigator, subject to the prior approval of the Director of the relevant Operative Unit.
- Upon completion of the project, the REDCap administrators must be contacted to archive or delete the project.

By signing below, you confirm that you have read, understood, and agree to comply with the above conditions. Failure to comply may result in suspension or revocation of your REDCap access.

Principal Investigator (name and surname) _____

(signature) _____

Date _____

For approval

Director of the Operative Unit (name and surname) _____

Signature _____

Date _____