

Terms of Service

Nova Scotia Health Authority (NSHA) Research Services, via the Research Methods Unit (RMU), provides access to and administrative support for Research Electronic Data Capture (REDCap). REDCap software is developed and updated by Vanderbilt University.

NSHA has implemented REDCap in a secure, controlled and validated environment within the Government of Nova Scotia's data center infrastructure.

In order to comply with the license terms from Vanderbilt University, we need to ensure that:

- Only NSHA employees and approved research associates use REDCap
- REDCap is only to be used for developing research projects
- REDCap is used for non-commercial purposes only

By using REDCap, you are agreeing to the following terms. Please read them carefully:

1. General

- You will act in accordance with all applicable rules and regulations governing the use of REDCap.
- If REDCap is used for a multi-site research study, appropriate data-sharing agreements must be finalized before the project is moved to production and data collection can begin. For more information on data-sharing agreements, contact the NSHA Grant Facilitation and Support coordinator at 902-473-4841.
- Unauthorized use of copyrighted material is prohibited.
- Under no circumstances may REDCap be used to store data required for clinical care.
- In consultation with the Principal Investigator (PI), the REDCap Administrator will assign all users and user rights to specific REDCap projects. The REDCap Administrator will provide REDCap users with permissions appropriate to their role within each project.
- You will not share your login credentials with anyone, involved or not in the project.
- You will not attempt to access any data or projects for which you do not have authorization.
- Access is monitored and subject to both random and targeted audits. All users must comply with audits that may be conducted by NSHA REDCap Administrator, NSHA Research Ethics Board (REB), NSHA Privacy Office, or similar units.
- If there exists reasonable suspicion that project information assets have been or are being used for inappropriate or illegal purposes, the REDCap Administrator will investigate such use to the full extent it is legally able and/or required to.
- Forms of **personal identifiers** such as patient/subject names, addresses, HCN, MRN, , etc. may be stored in REDCap, provided REB and NSHA Privacy Office approvals have been granted and the variables are **flagged as "Identifier" fields** in the REDCap project design.

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- All users are responsible for understanding what constitutes an identifiable field and flagging the fields as identifiers in REDCap.
- Personal identifiers can be exported only by the REDCap Administrator and will not be attached to any other study data.

2. Responsibilities of Principal Investigator for Teams using REDCap

- Provide the REDCap Administrator with a copy of current NSHA REB approval letters for each project that will be housed in REDCap. REB approval must be granted before the REDCap project is moved into production and before data entry commences.
- Authorize the application for REDCap accounts for members of your current study team with appropriate permissions based on project role.
- Ensure that your team members follow the terms of service.
- Ensure that all REDCap users on your team with access to your study data have sufficient training in REDCap to perform their tasks:
<https://projectredcap.org/resources/videos/>
- In consultation with the REDCap Administrator, ensure that all REDCap users with access to study data have appropriate limits to their access within each project. For example, study personnel who are performing only data entry do not need the ability to export data.
- Inform the REDCap Administrator when team member no longer requires access to the REDCap project.
- Inform the REDCap Administrator of the date on which study data should be deleted, once this date is known.
- Let the REDCap Administrator know if an auditor from a sponsor or another institution has requested access to data in REDCap.

If any of the above conditions under 1 and 2 above are violated, the user account will be suspended pending an appropriate investigation by the NSHA REDCap Administrator, REB, IM/IT and NSHA Privacy Office.

3. Fees

- Currently, there are no charges for use of REDCap. However, if there are users with needs we have not anticipated in terms of support, scale of the research, etc., NSHA Research Services may need to negotiate some sharing of exceptional expenses with the PI.

4. Citing REDCap in Publications

- Any publications of studies using REDCap for data collection and management should include the following REDCap citation:

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Study data were collected and managed using REDCap electronic data capture tools hosted at the Nova Scotia Health Authority¹. REDCap (Research Electronic Data Capture) is a secure, web-based application designed to support data capture for research studies, providing 1) an intuitive interface for validated data entry; 2) audit trails for tracking data manipulation and export procedures; 3) automated export procedures for seamless data downloads to common statistical packages; and 4) procedures for importing data from external sources.

¹Paul A. Harris, Robert Taylor, Robert Thielke, Jonathon Payne, Nathaniel Gonzalez, Jose G. Conde, Research electronic data capture (REDCap) – A metadata-driven methodology and workflow process for providing translational research informatics support, J Biomed Inform. 2009 Apr;42(2):377-81.

Although all reasonable efforts are undertaken to maintain uptime, security, and integrity of data on all servers, system failures, breach of servers and non-recoverable loss of data are possible.

The REDCap Administrator may modify these terms over time. It is your responsibility to be up to date with the current terms of service which are updated on the REDCap login page.

If you do not agree to the terms at any time, you must discontinue your use of REDCap and contact the REDCap administrator immediately.