

SOCIAL SCIENCES DATALAB

Conditions of Use for Access to the DataLab Safe Center (Room B105)

These Conditions of Use apply to all authorized users of the Social Sciences DataLab Safe Center located in Room B105 at NOVA SBE.

Authorized users include members of the NOVA SBE community such as faculty, researchers, PhD students, Master's students, staff, and approved external collaborators.

By requesting access to and using the Safe Center facilities, users agree to comply with these Conditions of Use and any additional requirements related to specific databases, research projects, or data providers.

Failure to comply with these conditions may result in the suspension or revocation of access to the Safe Center and other NOVA SBE facilities.

Description of the Safe Center: the Social Sciences DataLab Safe Center is a secure research environment designed to enable the access and processing of licensed research datasets and microdata under controlled conditions.

The Safe Center provides:

- Secure workstations
- Controlled physical access
- Access to licensed research databases
- A monitored research environment for responsible data use

The Safe Center must be used exclusively for academic research purposes and in accordance with the contractual terms associated with each dataset.

Standards:

Access and Authorization

- Access to the Safe Center is granted only to authorized users.
- Access must be requested through the designated request form and approved by the Social Sciences DataLab.
- Access is granted for a maximum period of 12 months, after which renewal may be requested if access is still required.
- When the authorized access period expires or when a user no longer requires access, the Security Department of NOVA SBE will revoke access privileges from the user's ID card.

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- Users must carry their NOVA SBE ID card while using the Safe Center and present it if requested.

Use of the Safe Center Facilities

- The facilities of Room B105 are reserved exclusively for authorized users during regularly scheduled hours.
- The Safe Center must be used as a quiet research environment that allows all users to work without interruption.
- Users must therefore ensure that their behaviour does not disturb other users.
- The following practices must be respected:
 - Keep mobile phones on silent mode.
 - Conduct personal conversations and phone calls outside the Safe Center.
 - Avoid excessive noise, loud conversations, or disruptive behaviour.
 - Ensure that the use of computer equipment does not interfere with other users' work.
 - Meetings with external partners, student office hours, or other activities unrelated to individual research work must take place in other designated spaces.

Use of Equipment and Workspace

- All equipment provided in the Safe Center (including computers, chairs, and other resources) must remain inside the room and may not be removed or relocated.
- Users are responsible for ensuring the proper use of the facilities and equipment.
- Any damages caused to the facilities or equipment must be reported and the responsible user may be liable for the cost of repair or replacement.
- Certain equipment may belong to specific research teams and must be clearly identified. Such equipment should only be used by the respective team unless explicitly authorized.

Clean Desk Policy and Workspace Maintenance

- All users must comply with the Safe Center clean desk policy.
- Users must not install or store personal belongings at Safe Center workstations.
- At the end of each session, users must:
 - Remove personal materials
 - Leave the workstation clean

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- Dispose of any waste appropriately
- Users must also ensure that shared spaces remain clean and orderly.

Room Security

- To ensure the protection of the Safe Center facilities and the data accessed within them, users must follow all security procedures.
- Users must not leave computer terminals unattended while logged in.
- Before leaving the workstation, users must log out of all systems and close all active sessions.
- If the Safe Center is left unattended, the room must be properly secured.
- Failure to log out of systems may expose credentials to unauthorized use, and the user will be responsible for any resulting misuse, damage, or loss of data.
- Room B105 is equipped with 24-hour video monitoring connected to the NOVA SBE central security system.

Responsible Use of Data and Systems

- The Safe Center provides access to licensed research datasets and microdata that are subject to contractual and legal restrictions.
- Users must therefore comply with the following principles:
- All computers in the Safe Center must be used exclusively for research purposes.
- Usernames and passwords must never be shared with other users.
- Users must not enable any form of third-party access to the databases.
- Licensed or copyrighted datasets must be used strictly according to their respective terms of use and licensing agreements.
- Users are prohibited from making unauthorized copies of datasets or distributing any part of the data outside the authorized research environment.
- Users must also take appropriate technical and organizational measures to protect any data outputs generated through the Safe Center.

Prohibited Activities

Users are strictly prohibited from:

- Installing or using software designed to compromise system security
- Attempting to gain unauthorized access to computer systems or databases
- Disrupting or interfering with computing processes

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- Performing activities that may damage the infrastructure or data systems
- Any unusual workstation behaviour or system malfunction must be immediately reported to the DataLab or IT support.
- No food or beverages (except water) inside the room.

Compliance and Penalties

- Users are responsible for complying with all Safe Center rules, data licensing conditions, and NOVA SBE policies.
- Any misuse of the Safe Center facilities, breach of contractual data conditions, or violation of these rules may lead to disciplinary measures, including:
 - Temporary suspension of Safe Center access
 - Revocation of access privileges
 - Restrictions on the use of NOVA SBE facilities
 - Possible legal or contractual consequences where applicable

Acknowledgment of Conditions of Use

I confirm that I have read and understood the Conditions of Use for Access to the DataLab Safe Center (Room B105) and agree to comply with all requirements described in this document.

I understand that failure to comply with these conditions may result in the suspension or revocation of my access to the Safe Center and other NOVA SBE facilities.

Name: _____

Date: ___ / ___ / ___

Last updated 29.04.2026