

SOCIAL SCIENCES DATALAB

Conditions of use of the DataLab Computing Services facility

These Conditions of use apply to all members of the NOVA SBE community, including, but not limited to, professors, PhD students and Masters students. By accessing and/or using the DataLab Computing, you agree to be bound by these Conditions of Use including all documents referred to in them, and you agree to adhere to the requirements.

Your attention is particularly drawn to the section on working practices and the penalties including temporary block the use of all School facilities.

Description: the guidelines aim to provide the standards for the responsible access and use of DataLab Computing Services.

Scope: these standards are applicable to, and will be communicated to, all Faculty members of NOVA SBE, including, the users that my request to access the DataLab Safe Center or DataLab Computing Services.

For the purpose of this standard, these guidelines are introduced in each request form. Also, are available at the library resources.

Related to the SafeCenter, a set of specific conditions to use and access might apply according to the database and project.

Definition: DataLab is an infrastructure alongside the Scientific "Social Sciences DataLab" funded by LISBOA2030 Program and cofund by the European Regional Development Fund and hereby referred to as **DataLab**. DataLab is also a research infrastructure that integrates the Portuguese Roadmap of Research Infrastructures, or RNIE, published by Fundação para a Ciência e a Tecnologia (FCT). **DataLab Computing Services** employed a set of data analysis software to leverage essential tools for the data processing and analysis:

- Matlab
- Python
- R - statistical computing and graphics
- Stata

The **DataLab Computing Services resources** are accessible by two options: a virtual machine or DataLab device.

The virtual machine request includes providing information about the operating system, processing power, memory, or storage. The user is responsible for specifying the machine's configuration.

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The equipment request includes a request for use in a secure environment (Room B105): interested parties must request scientific validation from the DataLab's Scientific Director, and there are mandatory Terms and Conditions of Use.

General Rules:

- You may not use the DataLab Computing Services for commercial or personal activities.
- You must ensure the appropriate use and processing of datasets according to the licences, protocols, or contract conditions of the database communicated and agreed upon previously.
- You recognise that data contracts or protocols are legal documents and that any breach of conditions may lead to legal, professional or financial penalties, including losing access to the resources.
- Follow the general rules above and standards are mandatory to respect the finite capacity of computing resources and usage limits.

Terms and Conditions of Use (Mandatory):

- Safe Center provides 5GB of storage space in disk.
- Researchers have access to data analysis software, such as MatLab, Python and R. only to accomplish their research needs.
- Researchers can share their work or work along with other Safe Center users identify the properly project above.
- In case you are a Masters or PhD Student, the access will be subjected to the professor/supervisor consent, and the accessibility criteria can be defined by them.
- Be aware the computers connected to the Safe Center Server have no access to internet, no USB port, and data extraction is only performed by DataLab Scientific Coordinator.
- The virtual machine setup cannot change during your work, including the operating system, processing power, memory, or storage.

User Responsibilities towards DataLab (Mandatory)

- Ensure the permanent maintenance of compliance with ethical duties, including confidential information that may be produced or received as a result of the access and use.
- Not to reveal the content of the confidential information, without the agreement between the Parties or to fulfil a legal obligation.
- Use the information analysis solely and exclusively for the purposes for which it was issued.
- Comply with the provisions, technical and organizational measures for the security of the data used.
- Maintain confidentiality obligations as agreed.
- Access to the Safe Center Server by means other than those specified in this agreement is prohibited.

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Acknowledgement:

The DataLab's infrastructure must duly identify DataLab's contribution to the development of the research project, by adding the following mention to their published scientific work.

This work was supported by DataLab within the scope of DataLab2030, managed by the Foundation for Science and Technology and funded by LISBOA2030-FEDER-01314200.

Declaration

- This declaration enters into force immediately and is valid during the period research project, indicated by the research project coordinator.
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- I acknowledge and accept the conditions and responsibilities for using DataLab Computing Services.

By means of this, I acknowledge and accept the conditions and responsibilities for using DataLab Computing Services.

Date: ___/___/___

Signature: _____

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Last updated 26.03.26