

## SOCIAL SCIENCES DATALAB

### Conditions of use of the Server facility for accessing and processing the databases

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 Servers Facilities, you agree to be bound by these Conditions of Use including all documents referred to in them, and you agree to comply with their requirements.

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

**Description:** the guidelines aim to provide the standards for the responsible access and use of servers hosting databases purchased or hosted by the library on behalf of the faculty and researchers.

**Scope:** these standards are applicable to, and will be communicated to, all Faculty members of NOVA SBE, including the users who may request access to the DataLab Safe Center or server by form.

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

With regard to the Safe Center, a set of specific conditions to use and access might apply according to the database and project.

**Definition:** data resources refer to all data acquired by contract with data providers or secondary data from faculty and research projects, which does not include any type of sensitive data by rule.

#### General rules:

- You must request the access for each database by form, acknowledging the the applicable conditions and rules.
- You must request the access of the servers by form, acknowledging the conditions and rules applicable.
- You are responsible for all use of your username and login credentials.
- You may not use the servers' facilities for commercial or personal activities.
- You will not store, process or analyse any confidential or restricted data. Exceptions for encrypted data may apply in the Safe Center by specific requirements and request.
- You must ensure the appropriate use and processing of datasets according to the licences or contract conditions of the database communicated and agreed upon previously.
- You recognise that data contracts are legal documents and that any breach of conditions may lead to legal, professional or financial penalties, including losing access to the resources.
- You recognise that the server operates with finite capacity of the computational resources and limited use shared among multiple researchers.

#### Standards:

For server usage:

## SOCIAL SCIENCES DATALAB

- Log off the remote session after finishing the work. Only closing the remote window does **not** end the session and continues to consume server resources.
- Exit all programs before logging off, particularly data-intensive software.
- Avoid storing files on the server desktop, "My Documents", or "Downloads". The server is intended exclusively for data access and processing. All outputs must be downloaded and stored in institutional or approved storage environments.
- Use the server only when actively working with the database.
- Compliance with the general rules and standards above is mandatory to respect the finite capacity of computing resources and usage limits.

### Monitoring and Usage

- To maintain system performance and prevent resource congestion:
- The IT team performs periodic maintenance and system clean-ups approximately every two weeks.
- During these maintenance operations, inactive sessions will be terminated and files stored in non-designated locations will be removed without prior notice.
- For any evidence of misuse and disrespect of the server facilities detailed in this document and detected by monitoring activities a temporary block to use the school's facilities might apply.

I confirm that I understand these conditions and agree to comply with the **Conditions of use of Server facility accessing and processing database.**

Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_

Last updated 16.03.2026