

BIF PC Pool User Guidelines

1. All users are obliged to comply with data secrecy in accordance with the regulations set out in §41 of the Data Protection Act of North Rhine-Westphalia (DSG NRW) and are subject to the duty of confidentiality pursuant to §203 of the German Criminal Code (StGB). PhD/Master/Bachelor students will be obliged to maintain data secrecy and the duty of confidentiality by the relevant department responsible for them. If this is not possible, please contact the Data Protection Officer (e-mail: datenschutzbeauftragter@ukaachen.de). These persons will be granted access authorisation only upon written confirmation of their obligation to maintain secrecy.
2. Personal data collected within the scope of research may be used for the intended purpose only and must be deleted or anonymised once this intended purpose lapses.
3. For each functional imaging project, a project folder with 500 GB of storage space (can be expanded if required) will be provided for the evaluation of the study in question. Only data directly associated with the evaluation may be stored in this memory area. This project data will be backed up automatically once a week. Following completion of a project, all data without any personal reference will be backed up on request and handed over to the person responsible for the project. Any project data that remains unprocessed for more than twelve months will be deleted from the respective memory area.
4. All users are provided with a maximum of 4 GB of data capacity in their user directory for saving user-specific program settings. Additional capacity (for publications, dissertations etc.) can be provided on request. Users are responsible for backing up this data and any other data not set out under Item 3.
5. The local drives (Windows: temporary folders on C and D drives; Linux: /tmp) and network drive "scratch" are for temporary data storage purposes only. These drives are not backed up. Temporary data will be cleansed as and when required, without any prior notification. The profile directories in Windows are also not backed up, and no project-related data may therefore be stored there.
6. The connection of private external devices (storage media, MP3 players, mobile phones etc.) to the mains, network or individual computers is prohibited. Users are liable for any damage they cause as a result of their non-compliance with this regulation. Exception: External devices with an Aachen University Hospital (UKA) label that have been tested by UKA may be connected to the mains.
7. To avoid security breaches and copyright infringements, users are not authorised to install or delete any software on/from the Brain Imaging Facility's computers or to make any copies of any software whatsoever.
8. The Brain Imaging Facility's resources may be used for official purposes only.
9. All security incidents, e.g. inexplicable system behaviour, data or program loss or modification, availability of services that have not been explicitly released, suspected misuse of a user ID, observations in connection with a theft, must be reported immediately to a Brain Imaging Facility staff member.
10. All network activities within the Brain Imaging Facility are logged automatically. The resulting log data is used exclusively for the purposes of data protection monitoring and data security and to ensure proper operation and is stored for a limited period of time only.

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11. Compliance with the pertinent security-related guidelines is checked on a random or ad hoc basis. Any violations of these user guidelines or any of the other rules and regulations governing the use of information technology and handling of personal data will result in the immediate revocation of user rights and may have consequences under employment and labour law or criminal law.
12. All keys issued by the Brain Imaging Facility must be returned unrequested. Any costs incurred as a result of non-compliance with the obligation to return keys or as a result of lost keys (e.g. replacement of locks) will be borne by the person to whom the keys were issued.
13. The available literature (books, journals etc.) may be viewed exclusively in the department. All books must be returned to the library cupboard after use.
14. IZKF Core Facility users are obliged to mention the support provided by the Facility in the Acknowledgements in their publications. Please use the following wording:

This work was supported by the Brain Imaging Facility, a Facility of the Interdisciplinary Centre for Clinical Research (IZKF) Aachen within the Faculty of Medicine at RWTH Aachen University.

OR:

Diese Arbeit wurde unterstützt durch die Brain Imaging Facility, eine Facility des Interdisziplinären Zentrums für Klinische Forschung (IZKF) Aachen der Medizinischen Fakultät der RWTH.

For acknowledgements in/on publications, posters, oral presentations etc.:

Brain Imaging Facility of the Interdisciplinary Centre for Clinical Research at RWTH Aachen University, Germany.

In the case of support provided through grants from the IZKF, please also add:

Supported by a grant from the Brain Imaging Facility of the Interdisciplinary Centre for Clinical Research (IZKF) Aachen within the Faculty of Medicine at RWTH Aachen University.

Mentioning individuals or institutions that have provided significant support to scientific studies is an ethical duty, and for the Brain Imaging Facility, this is a quantitative and qualitative measurement of its activity, which is essential for its survival..