



Research Ethics and Governance

AU RED User Access

Operational Procedure

October 2016

AU RED New User Access and Removal of Access – Procedure

1. PURPOSE

To outline the procedure of providing AU RED access to new users to undertake their duties as employees of NSW Public Health Organisations (NSW PHOs) and the removal of access for exiting AU RED users.

2. APPLICATION

This procedure applies to all NSW PHO research ethics and governance office staff requiring access to AU RED and all exiting AU RED users.

3. RESPONSIBILITY

Responsibility for this procedure lies with the Director of Research or their equivalent and the AU RED user.

4. REFERENCES

Forms:

- AU RED Access / Removal Form
- Confidentiality undertaking to access AU RED
- Infonetica's Global End user –Terms of Reference

5. REQUIREMENTS

AU RED users

Access to AU RED should be part of a Research Office's employee commencement procedures.

5.1 The Director of Research or an equivalent of the NSW PHO will authorise user access to AU RED within their PHO.

5.2 The office of the Director of Research or equivalent will inform the Research Ethics and Governance Unit (REGU) of the new user requiring access to AU RED via:

- An email to research ethics inbox researchethics@doh.health.nsw.gov.au

Log in access for new users

5.3 On receipt of a request for a new user access, REGU will send an email to the new user/requestor requesting the completion and return of the following formal documents:

(a) AU RED Access / Removal form (example given below)

Access Type New/Removal of access	Name of User	Organisation	Committee	Committee (in AU RED)	HREC Code	Email
New	Joe Citizen	SES LHD	SES LHD HREC	SES LHD HREC	EC00134	joe.citizen@sesiahs.health.nsw.gov.au

(b) Confidentiality declaration form

5.4 On receipt of 5.3 (a) and (b), REGU will send a request to the Infonetica helpdesk for standard log in access to the training and production sites of AU RED.

5.5 REGU will receive the new user access for AU RED from Infonetica within 48 hours.

5.6 REGU will send the log in access and other relevant information as below to the new user.

(a) Log in details

- Username:
- Temporary Password.

(b) Link to access AU RED: <https://www.ethicsdatabase.org/au/>

(c) A user manual to download accessed from the 'Help' pages.

(d) Instructions on how to change the password.

(e) Global RED End User Terms of Use

5.7 REGU will update and maintain a register of AU RED users.

Re-activation of access

5.8 Where an account is unused for a period of time, the account will be inactivated. To re-activate an existing user's account, the user sends an email to the Infonetica Helpdesk helpdesk@infonetica.net.au with a copy to the research ethics mailbox researchethics@doh.health.nsw.gov.au. Infonetica helpdesk will reactivate the account and email the user with a copy to the research ethics mailbox.

Training

5.9 REGU conducts new user and refresher training sessions for AU RED users annually. The training is provided by Infonetica. The dates of the training sessions are published at: <http://www.health.nsw.gov.au/ethics/Pages/learning-and-development.aspx>

To register for the training sessions contact REGU at:
researchethics@doh.health.nsw.gov.au

Removal of access to AU RED

Removal of AU RED access should be part of a Research Office's employee termination procedure.

- 5.10 The Director of Research or an equivalent of the NSW PHO will authorise the removal of a user's access to AU RED within their PHO.
- 5.11 The office of the Director of Research or equivalent will promptly notify REGU when access for an existing AU RED user is no longer required.
- 5.12 REGU will send an email request to Infonetica, requesting the removal of access.
- 5.13 Infonetica will remove access and send an email confirming the removal of access to REGU.
- 5.14 REGU will notify the office of the Director of Research or equivalent/Research Office of the removal of access and update the AU RED user register.

Documentation/Verification

- 5.15 REGU will store a copy of the completed and signed confidentiality declaration.
- 5.16 On an annual basis, REGU will undertake an audit of AU RED users maintained on its register against that held by Infonetica and each NSW PHO.

6. ABBREVIATIONS

AU RED	–	Australian Research Ethics Database
HREC	–	Human Research Ethics Committee
Infonetica	–	Infonetica Pty Ltd
PHO	–	Public Health Organisation
REGU	–	Research Ethics and Governance Unit

AU RED User Access / Removal Form

Access Type New/Removal of access	Name of User	Organisation	Committee	Committee (in AU RED)	*HREC Code	Email

Signed

Approved
Director of Research or an equivalent of the NSW PHO

*HREC code can be obtained from http://www.health.nsw.gov.au/ethics/Pages/contacts_hrecs.aspx

CONFIDENTIALITY UNDERTAKING TO ACCESS THE AU RESEARCH ETHICS DATABASE (AU RED)

I, [insert name, position and Public Health Organisation] understand that, in obtaining access to the AU Research Ethics Database (AU RED), I will have access to information collected strictly for the purposes of undertaking my duties as an employee of the Public Health Organisation. The confidential data may include commercial-in-confidence information and other confidential information of NSW Health, private companies and organisations.

I undertake strictly to preserve the confidentiality of this information, and understand that the disclosure of information may constitute an offence under Section 22 of the Health Administration Act 1982 (attached). In order to fulfil this undertaking, I will only use or disclose information from AU RED for the purposes of carrying out my duties in good faith as an employee of the Public Health Organisation or otherwise in accordance with the Health Administration Act.

I will not share my unique login identifier or password.

Signed:

in the presence of

Name:

Signature:

Position:

Date:

Your Requirements in Using this Service

In using the service, you will:

- obey the law;
- keep your service account password secret;
- change your password as prompted or more frequently;
- only use your account if authorized by NSW Health; and
- promptly notify NSW Health if you learn of a security breach related to the service.

Things you must not do while Using this Service

In using the service, you may not intentionally or negligently:

- let anyone else use your account;
- make any attempt to hack the service in any way;
- damage, disable, overburden, or impair the service (or the network(s) connected to the service) or interfere with anyone's use of the service;
- use the service for a purpose not intended by NSW Health;
- infringe copyright;
- violate privacy laws;
- use any unauthorized means to modify or reroute, or attempt to modify or reroute, the service; or
- resell or redistribute the service, or any part of the service.

Your Account

Only you may use your service account. You are responsible for all activity that takes place with your service account. You may not authorize any third party to access and/or use the service on your behalf.

Privacy

We consider your use of the service to be private. However, we may access or disclose information about you, your account and/or the content of your communications, in order to: (1) comply with the law or legal process served on us; (2) enforce and investigate potential violations of this contract; including use of this service to participate in, or facilitate, activities that violate the law. You consent to the access and disclosures outlined in this section.

In order to provide you the service, we may collect certain information about service performance, and your service use. This data will not personally identify you