



## Usage Policy for the Electronic Lab Notebook (ELN) at the Medical Faculty of Ulm University

### 1. Purpose of the ELN

The ELN is intended for the documentation and organization of research data generated within the framework of research projects at the Medical Faculty. Its use must comply with applicable laws and internal regulations regarding data protection and security.

### 2. Prohibition of Personal Data Storage

- **No Storage of Patient Data:** Patient data or other personal information must not be stored in the ELN.
- The ZIK and MeDIC provide suitable storage solutions for personal data. References to these local storage locations can be made within the ELN.

### 3. Anonymization and Pseudonymization

- **Data Anonymization:** All data stored in the ELN must be anonymized. Direct or indirect identifiers that enable traceability must not be included.
- **Pseudonymized Data:** If pseudonymized data is used, the re-identification keys must be managed exclusively outside the ELN and only by authorized personnel.
- For questions or guidance, please contact the Core Facility for Bioinformatics and Data Management.

### 4. Access and Authorization

- Access to the ELN is restricted to authorized personnel who have completed appropriate training in data protection and data anonymization.
- Each user is responsible for ensuring data anonymization before uploading it to the ELN.

### 5. Data Security

- Users must implement technical and organizational measures to secure access to the ELN and prevent unauthorized access.
- All data transmissions must be encrypted.

### 7. Legal Compliance

The use of the ELN is subject to the provisions of the GDPR, as well as the specific requirements of national laws and institutional data protection policies.

### 8. Sanctions

Violations of this policy may result in disciplinary actions, including the revocation of ELN usage rights and potential legal consequences.