Royal Free London NHS
NHS Foundation Trust

Code of Conduct For Clinical Research Monitors and Auditors – Remote Access

Please sign and date this form and return it to a member of the Royal Free research team. Should you need access to RFL patient records or systems the RFL research team will coordinate your access. Please note – you will need to verify your identity (passport or driving licence) via a video call with the member of the research team before they request login details and EDRM access.

A SIGNED COPY OF THIS FORM MUST BE RETAINED AND STORED BY THE RESEARCH TEAM

Acceptable Use Policy Declaration (Code of Conduct)

The following describes the expected behaviour of external clinical research monitors, auditors and inspectors who are granted access to the Royal Free Network Services.

1. Use of trust IT services is permitted solely for monitoring, auditing and inspection activities pertaining to clinical research studies you are authorised to review on behalf of the study sponsor or regulatory body. **You may not view patient records of patients enrolled on other clinical research studies that you are not officially monitoring, even if your employer is the study sponsor/appointed clinical research organisation.**
2. All access to network services is controlled by a password and/or physical tokens. **The sharing of a password or token is not permitted.**
3. Will not attempt to gain access to data, documents, IT systems or facilities for which you do not have permission. Every effort will be made preserve the confidentiality of RFL patient data, whilst on RFL systems. This includes data, documents and conversations.
4. All network communications involving trust equipment must use the networking facilities provided and managed by the Royal Free Hospital and none other.
5. **Email messages containing Person Identifiable Date must not be transmitted to the public Internet or to private email addresses.**
6. Non-business use of the internet is strictly prohibited. Where non-business use is detected, the appropriate employer will be informed and disciplinary action may be taken.
7. **Person Identifiable Data must not be transferred to external media such as memory sticks, with the exception of trust-supplied encrypted media.**
8. Disruptive, inconsiderate or inappropriate use of the network facilities will result in disconnection and/or disciplinary action.
9. Information contained in messages must comply with trust policies and conform to UK and EU Laws. These include:
   - The Copyright, Designs and Patents Act 1988
   - The Computer Misuse Act 1990
   - The Data Protection Act 2018
   - GDPR 2018
10. Access is granted to RFL participant's data, as the conditions of the study's HRA approval.
11. Should confidential data be disclosed inadvertently or deliberately it should be reported immediately to RFL research staff or be reported to R&D rf.randd@nhs.net, The incident will be dealt with inline R&D SOP 32 non-compliance and SOP 33 Serious Breaches.
12. While using remote access, this should avoid accessing records in an open plan office, public space or other location where others who are not authorised could view sensitive information.
13. If using remote access from home this should be done privately, ie away from family etc.
14. The device through which remote access is used must have adequate security, such as adequate firewalls, secure log-in and passwords etc, and must not be left unattended and accessible.
15. Printing, emailing or downloading of any records is not permitted.
16. Evidence of IG Training will be provided on an annual basis to the study team
17. Once remote access is no longer required, inform the study team who will arrange for access to be revoked.

I have read and understood the above code of conduct and agree to abide by its conditions at all times when using trust equipment or networks

Full Name

Signature

Date

USER ACCOUNT REQUEST

Full name-
Email address -
DOB * -
National insurance number (optional) *-
Job role –
Site –
Study to audit/monitor-
Division - R&D
Reporting to-

* If you have an NHS smartcard please use in place of DOB and NI number

CHECKLIST

Proof of Identity via video TC

Evidence of IG training (Data Protection and Security training) within the last calendar year

Signed Code of Conduct Form (RFLRDDOC0070)

Please send this form to your study team contact at RFL who will arrange a user account.