

## Terms and Conditions For Using Lab Equipment

1. You are obliged to make frequent backups of your research data/tasks/materials to an external **encrypted** hard drive. For instructions on how to do this email the Technician at [i.argyropoulos@hw.ac.uk](mailto:i.argyropoulos@hw.ac.uk) Research data are to be stored in the laptop only for data aggregation via the eye tracker software.
2. The Psychology Technician, Psychology dept, the School and the University are not responsible for any data loss in case of equipment may malfunction, damage or theft. See point 1 above.
3. You are not permitted to remove any of the equipment outside of the lab, including for research purposes.
4. I will not misuse the equipment. I will be recording any incidents including damaged equipment in the **Incident Book** which is located inside the lab. I will notify the Psychology Technician at the first opportunity.
5. The laptop is not to be connected to the internet either via wifi or hotspot. This is for security reasons. Should you wish to connect to the net you must bring your own device to do so. The Technician will ensure that all security patches and updates are applied in a timely manner.
6. You are not permitted to install any software, driver etc. Should you wish to install any of these please contact the Technician.

## Terms and Conditions For Using The Lab – Good Lab Practices

1. You understand that you will not be storing any sensitive data in the lab premises including Participant Information Sheets, Consent Forms and other digital or non-digital data
2. You will not share the door's PIN number with anyone
3. You will not bring food and drinks in the lab – only bottled water is allowed
4. You are not permitted to remove any items that are the property of the University such as furniture, laptops/PCs, peripherals etc.
5. Prior to using the lab and its equipment you were given a copy of the Risk Assessment for the lab. You read it and understood it.
6. You were given instructions on how to respond in case of fire. You were shown the location of the fire exits.
7. For emergencies (e.g. medical emergencies) you were shown the location of the emergency phone (red phone) and how to use it. You were advised to download and use the SafeZone app.
8. You are obliged to record your use of the lab in the **Log Book** which is located inside the lab.
9. In times when there is high demand for the lab you are not permitted to block-book the lab.
10. It is strictly prohibited to bring people to the lab who are not involved in your approved study.

I have read, understood and I agree with the Terms and Conditions. I understand that failure to comply with any of the Terms and Conditions may prevent my access to the Psychology Lab and its equipment.

Full Name

HWU Email

Signature

Date

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