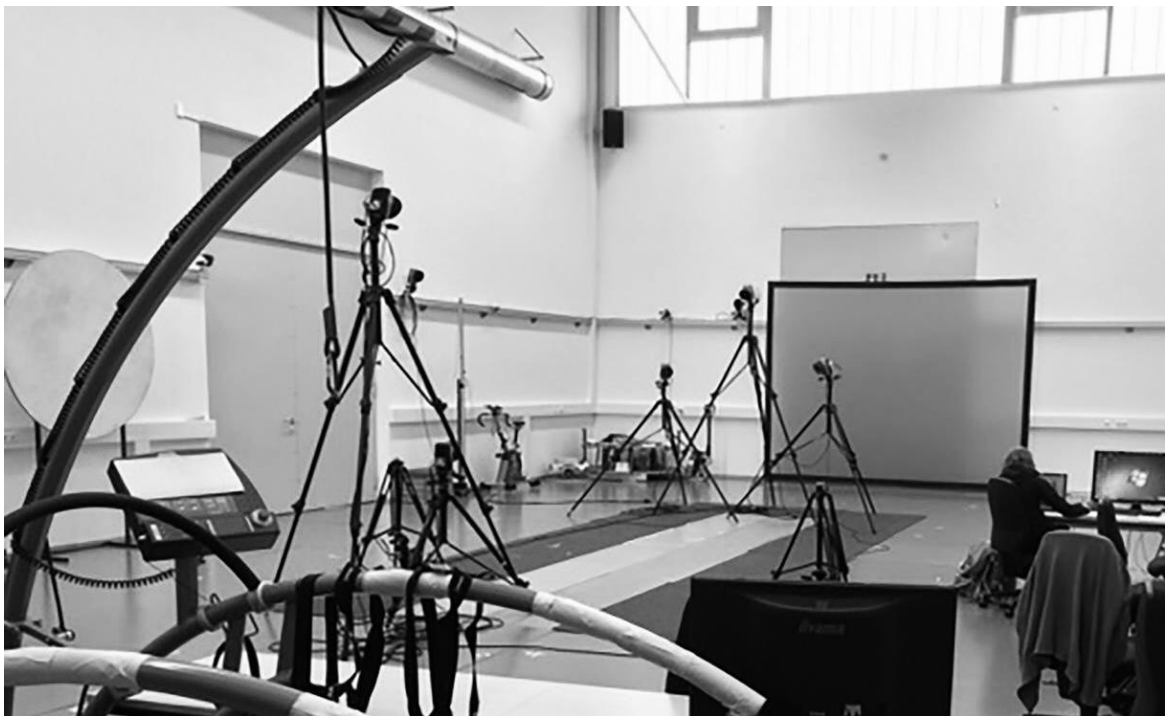


Welcome to the

OpenLab



Welcome to the *OpenLab*!

The *OpenLab* is a group of laboratories for scientific research at the WWU. As the name suggests, these labs are intended to be open to many users. The *OpenLab* consists of four lab units: The Motion Lab, the Leo 15-Lab, the GRAIL Lab, and the Movement Science Lab.

The steering group for the labs consists of the following representatives of the Institute of Sport Science: Prof. Dr. Heiko Wagner (Movement Science), Prof. Dr. Claudia Völker-Rehage (Neuromotorics and Training), Prof. Dr. Bernd Strauß (Sport Psychology), Prof. Dr. Henk-Erik Meier (Social Sciences of Sport) and Dr. Marc de Lussanet (Movement Lab).

Dr. Marc de Lussanet is responsible for management and coordination of the *OpenLab*. If you have any general or technical questions or feedback, please refer to him:

e-Mail: lussanet@uni-muenster.de
Mobile: 0151-18069156
Office: 0251-83 32372
Motion Lab: 0251-83 32349

Additionally, you can at all times ask us questions via mail.

e-Mail: openlab@uni-muenster.de

In the following you will find all important information to use the lab units of the *OpenLab* of the Sports Science of the WWU (OpenLab). There are some points that apply individually to each lab unit. Please pay attention to the markings in the text:

ABBREV.	LAB UNIT	CONTACT	ADRESS
BWL	Motion Lab („Bewegungslabor“)	PD Dr. de Lussanet	Horstmarer Landweg 68b
GL	GRAIL Lab	PD Dr. Kutz	Leonardo-Campus 15
LEO	Leo 15 - Lab	PD Dr. Kutz	Leonardo-Campus 15
MSL	Movement Science Lab	PD Dr. de Lussanet	Horstmarer Landweg 50

Since we operate with expensive and fragile equipment, access to the *OpenLab* is not readily granted. In principle, only those may operate devices who:

- Have received an introduction to the lab and equipment (BWL, GL, LEO, MSL)
- Have a valid access transponder (Request form at <https://www.uni-muenster.de/Sportwissenschaft/verwaltung/index.html> via sportstaetten@wwu.de) (BWL, GL, LEO, MSL)
- Have deposited their contact data (BWL, GL, LEO, MSL)
- Have registered via the calendar (see below) or coordinated times with Lab employees (BWL)
- Have handed in the Research Exposé (form to be found on the documents tab on the *OpenLab* webpage) (BWL)

Each lab participant should register via the Research Exposé (BWL). The research objective and approach should be described. Lab participants who are involved in a project should be added to the appropriate Research Exposé. This ensures that a contact person is always available. This person should be employed at the WWU and is also responsible for the calendar bookings (see below).

Warm regards,

Dr. Marc H.E. de Lussanet & the *OpenLab*-Team

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Communication channels (BWL, GL, LEO, MSL)

Shared communication is essential to ensure the smooth running and good functioning of the *OpenLab*. For this purpose, an online calendar for booking the *OpenLab*, another online calendar for borrowing measurement techniques, and two mailing lists are available:

- **Mailing list *LabTalks*:** You can register on the site <http://listserv.uni-muenster.de/mailman/listinfo/openlab-ifs>. If you are registered on this list, you will get information about the next scheduled LabTalks. (BWL, GL, LEO, MSL)
- **Mailing list *Organisation*:** You can register via <http://listserv.uni-muenster.de/mailman/listinfo/openlab-support>. If you are registered on this list, you will get information and updates on equipment, methods, events, and more in regards to the *OpenLab*. (BWL, GL, LEO, MSL)
- ***OpenLab-Lending*:** An OWA-Outlook calendar is used for the allocation of the lab. This is accessible with the WWU-Exchange mail address/the ON-WWU account. Lab participants/student employees on projects do not have access to this calendar. If they want to borrow measurement equipment, the supervisor is responsible for booking the calendar or an appointment request can be sent to the OpenLab mail address. (BWL, MSL)
- ***OpenLab-Calendar*:** An OWA-Outlook calendar is used for the allocation of the lab. This is accessible with the WWU-Exchange mail address/the ON-WWU account. Lab participants/student employees on projects do not have access to this calendar. If they want to book appointments, the supervisor is responsible for the calendar booking or an appointment request can be sent to the OpenLab mail address. (BWL)

To access the calendar (BWL), you must be an EMU employee with an active ON-WWU account and a user of the t0ol user group (see application help below). Both the ON-WWU account and the access to the user group can be applied for in the WWU IT portal.

ON-WWU Account:

In the WWU IT Portal under *Licences (software etc.)* you will find the tab 'Activate Microsoft Azure'. Here you will register an ON-WWU account that you will use to sign up for the calendar.

Enrollment in user groups:

In the WWU IT Portal under *WWU-ID and group memberships* you will find the tab 'Request new membership'. Here you should select the user group t0oldata, Openlab Rohdaten. Your request will be confirmed by Lab employees to get you access to the calendar.

Calendar set-up(BWL):

Open www.owa.wwu.de and log in with your ON_WWU account / Azure account data. In the menu panel, select the *Calendar* category. In the Outlook calendar there is now the option to add a calendar. To do this, click on "Add Calendar" and select the "From Directory" subcategory. Now enter 'OpenLab – Institut für Sportwissenschaften' or 'IfS.OpenLab@exchange.wwu.de' under 'Open another mailbox' and open the calendar.

For the *OpenLab-Lending* calendar please enter 'OpenLab-Ausleihe - Institut für Sportwissenschaft' and open the calendar.

Add dates:

Via 'New' you can add a new entry to the calendar. Please pay attention to the following:

- 1) The entry title should clearly refer to your project
- 2) Please adjust date and time. Include time needed before and after the measurements in your entry.
- 3) Important: When saving, please select the appropriate category (Booking the lab or borrowing equipment)
- 4) In the notes, please enter the name of the person in charge and the contact person – including at least one phone number for important questions. When borrowing equipment, please also

add the borrowed equipment to the title.

5) Finally: Under *Category* in the toolbar, please select an appropriate option:

- a. **Do not disturb**: Used for appointments where other users would disturb the measurement.
- b. **Empore**: This category books the gallery („Empore“) of the *OpenLab* exclusively. This means that other measurements can take place in the lab below.
- c. **Option**: This category remarks that a measurement is not yet conclusively scheduled. If someone else wants to measure during that time, consultation is required. The general rule however is that whoever has a clear appointment gets the slot.
- d. **Regular**: This refers to all scheduled measurements in the OpenLab. During the time, other researchers or employees might enter the Lab to work on their own data. If that is not desired, consider using the ‚Do not disturb‘ option. Please briefly mention what equipment is used during the measurement.

The Open-Lab calendar is there to plan, coordinate and finally schedule the measurements. For this to work smoothly, good communication is required. In particular, calendar entries in the ‘Option’ category should be regularly adjusted and either changed or deleted for scheduled measurements. Contact details are also particularly important here for agreements. Appointments that are cancelled should thus be deleted directly from the calendar.

Rules of conduct in the Motion Lab (BWL)

1. **Cleanliness:** The laboratory is used by many users. Therefore, everything should always be tidied up again and after each measurement. If you do not tidy up, you risk your access authorization.
2. **Planning:** Each experiment should be properly planned. Since many experiments run simultaneously, it is always good to find out beforehand where and how equipment can best be set up. The lab director has the best overview of what is possible and what is not. Use the tutorial to prepare yourself and create a well thought out and tested measurement procedure.
3. **Case of damage:** If any device does not (or no longer) work as originally intended, you are obliged to report this immediately, as other users depend on it and test persons may have to be cancelled.
4. **Gallery:** The gallery is a seminar room listed in HIS:LSF (BSH 42). However, since this room is open to the lab and only accessible via the lab, a reservation is only possible via the calendar or via mail to the *OpenLab* team (see below). In order to guarantee planning flexibility and optimal utilization of the movement lab, only individual dates can be assigned, so continuous courses must book a second room. Please note that it may be noisy in the gallery (depending on the events in the BSH).
5. **Simultaneous use:** In principle, several groups can be active in the lab at the same time by arrangement. However, in the *OpenLab* calendar, ongoing experiments with external subjects have priority over planning, preparation and pilot measurements.
6. **OpenLab Talks:** Part of the OpenLab are the LabTalks. Participation is optional for each lab participant. Every two weeks, participants have the opportunity to present and discuss current measurement results and projects. Experience has shown that presenting one's own current results not only helps in evaluating and writing them up but is also good preparation for conferences. Members of the WWU as well as external persons are invited.

Emergency: 110

Fire department: 112

Hall wardens: 32308 (please immediately call if the alarm is triggered)

Rules of conduct at the Neuromotorics & Training Department (GL, LEO)

1. Usage and access:

- In principle, the consent of the responsible department (Neuromotorics and Training) must be obtained BEFORE using equipment and rooms.
- The use of equipment and premises is only permitted after detailed instruction by the responsible staff member.
- The use of the Leo 15 - Lab (LEO) must be additionally agreed upon with the technical specialist.
- The use of the laboratory is only permitted after consultation with the project managers.
- Additional persons (test persons excluded) may not be granted access to the laboratory.
- Measurement dates must be communicated to the responsible employees or a technical specialist for entry in the laboratory calendar.

2. Behaviour in the Lab:

- All laboratory facilities and equipment are to be treated with care.
- Damage to equipment, averages and accidents must be reported immediately.
- All devices must be switched off after use. Exceptions only with agreement.
- The outer entrance door of the laboratory must be kept closed at all times!
- The doors inside the laboratory must be left open for ventilation after use.
- Windows and blinds/shutters are to be kept closed except for brief ventilation.
- Private use of the PCs located in the laboratory is prohibited in any form.
- Importing own software as well as copying software and data of third parties is not permitted.
- Changing or copying programs (Labview, E-Prime, D-Flow and others) is not permitted (do not save when closing!).
- After completion of the experiments/studies, all measurement data must be saved on a separate storage medium and deleted from the PC. A copy of the data is to be given to the supervisor. No guarantee is given for the continued existence of the data!
- After using the kitchen, all cupboards, surfaces, equipment and dishes must be left tidy and clean.

3. Borrowing equipment:

- In principle, equipment may only be borrowed with the consent of the technical specialist.
- Students additionally need the consent of the person responsible for the project and the responsible professor.
- All borrowed devices are entered in the borrowing list with their exact designation, name, signature, date and return date.
- Devices are handed over to the technical staff when they are returned, or if they are not present, they are handed over to the respective project managers.
- It is forbidden to sign out of the lending list by yourself!

Emergency: 110

Fire department: 112

Data storage and filing (BWL, GL, LEO, MSL)

For the raw data of the measurements as well as the project data, a project-owned server should be requested. This should be done with the help of the Research Exposé (BWL, MSL). Alternatively, this can also be requested via mail to the OpenLab team, mentioning the following information (BWL, GL, LEO, MSL): project name, group members, estimated amount of data, administrator rights, other special features. *Info:* By default, OpenLab staff are administrators of the servers to be able to help with any problems. Exceptions exist only if the data is very sensitive.

When performing an experiment and collecting data, the internal location should be used for this: either the drive (D:) or the directory (C:) \Data. You should not use a network drive or a personal H-drive (H:) for this purpose, because this can lead to problems with data storage. After you have collected all the data, you should copy the data to a network drive for security and further processing. The advantage is that the data can then be accessed from all computers at the WWU or from home via a VPN connection and other employees can also access the data. If you want to process or evaluate data in the further course, you must always make sure that individual data records on a network drive are not processed by several users at the same time. You must therefore be sure that you are the only person accessing the data at the time. Alternatively, you can first copy the data to the internal hard drive, edit it, and then copy it back to the network drive. In any case, you should coordinate the handling of the data with the project managers of the respective project.

There is a public drive for storing data that may be accessible to all, completely anonymized, and/or from pilot studies. This drive is accessible at \\ivv5net\ddfs\workgroup\Studium_Lehre for Windows and smb://ivv5net/ddfs/workgroup/Studium_Lehre for Mac. Formerly, this drive was called ivv5store03/Rohdaten.

Access to this server can be requested via WWU-IT Portal and MeinZIV as access to user group tO01.

Data protection regulations of North Rhine-Westphalia (“DSG NRW”)

Unfortunately, these regulations are not available in English. For legal reasons, we cannot provide our own translation. However, you can copy the following extracts into a translator to get a general understanding of the rules that apply to the data.

§ 1 DSG NRW – Zweck

(1) Dieses Gesetz trifft die zur Durchführung der Verordnung (EU) 2016/679 des Europäischen Parlaments und des Rates vom 27. April 2016 zum Schutz natürlicher Personen bei der Verarbeitung personenbezogener Daten, zum freien Datenverkehr und zur Aufhebung der Richtlinie 95/46/EG (Datenschutz-Grundverordnung) (ABl. L 119 vom 4.5.2016, S. 1, L 314 vom 22.11.2016, S. 72) notwendigen ergänzenden Regelungen. Innerhalb der Grenzen der Verordnung (EU) 2016/679 werden spezifische Anforderungen an die Verarbeitung personenbezogener Daten geregelt.

(2) Dieses Gesetz dient ebenfalls der Umsetzung der Richtlinie (EU) 2016/680 des Europäischen Parlaments und des Rates vom 27. April 2016 zum Schutz natürlicher Personen bei der Verarbeitung personenbezogener Daten durch die zuständigen Behörden zum Zweck der Verhütung, Ermittlung, Aufdeckung oder Verfolgung von Straftaten oder der Strafvollstreckung sowie zum freien Datenverkehr und zur Aufhebung des Rahmenbeschlusses 2008/977/JI des Rates (ABl. L 119 vom 4.5.2016, S. 89).

§ 17 DSG NRW – Datenverarbeitung personenbezogener Daten zu wissenschaftlichen oder historischen Forschungszwecken oder zu statistischen Zwecken

(1) Die Verarbeitung personenbezogener Daten ist aufgrund von Artikel 6 Absatz 1 Satz 1 Buchstabe e) der Verordnung (EU) 2016/679 sowie besonderer Kategorien personenbezogener Daten aufgrund von Artikel 9 Absatz 2 Buchstabe j) der Verordnung (EU) 2016/679, auch ohne Einwilligung für wissenschaftliche oder historische Forschungszwecke oder für statistische Zwecke zulässig, wenn die Verarbeitung zu diesen Zwecken erforderlich ist und schutzwürdige Belange der betroffenen Person nicht überwiegen.

(2) Der Verantwortliche sieht angemessene und spezifische Maßnahmen zur Wahrung der Interessen der betroffenen Person gemäß §15 vor. Ergänzend zu den in §15 genannten Maßnahmen sind zu wissenschaftlichen oder historischen Forschungszwecken oder zu statistischen Zwecken verarbeitete besondere Kategorien personenbezogener Daten im Sinne des Artikels 9 Absatz 1 der Verordnung (EU) 2016/679 zu anonymisieren, sobald dies nach dem Forschungs- oder Statistikzweck möglich ist, es sei denn, berechnete Interessen der betroffenen Person stehen dem entgegen.

(3) Die personenbezogenen Daten sind zu anonymisieren, sobald dies nach dem Forschungs- oder Statistikzweck möglich ist. Zuvor sind die Merkmale gesondert zu speichern, mit denen Einzelangaben über persönliche oder sachliche Verhältnisse einer bestimmten oder bestimmbarer Person zugeordnet werden können. Sie dürfen mit den Einzelangaben nur zusammengeführt werden, soweit der Forschungszweck dies erfordert. Sie sind zu löschen, sobald der Forschungs- oder Statistikzweck dies erlaubt.

(4) Die zu wissenschaftlichen oder historischen Forschungszwecken oder zu statistischen Zwecken verarbeiteten personenbezogenen Daten einschließlich solcher im Sinne von Artikel 9 Absatz 1 der Verordnung (EU) 2016/679 dürfen nach Maßgabe von Artikel 9 Absatz 2 Buchstabe a der Verordnung (EU) 2016/679 nur veröffentlicht werden, wenn

1. die betroffene Person in die Veröffentlichung eingewilligt hat oder

2. dies für die Darstellung von Forschungsergebnissen oder solchen über Ereignisse der Zeitgeschichte erforderlich ist und das öffentliche Interesse die schutzwürdigen Belange der betroffenen Person erheblich überwiegt.

(5) Ansprüche auf Auskunft gemäß Artikel 15 der Verordnung (EU) 2016/679, auf Berichtigung gemäß Artikel 16 der Verordnung (EU) 2016/679, auf Einschränkung der Bearbeitung gemäß Artikel 18 der Verordnung (EU) 2016/679 und auf Widerspruch gemäß Artikel 21 der Verordnung (EU) 2016/679 bestehen nicht, soweit die Inanspruchnahme dieser Rechte voraussichtlich die Verwirklichung der Forschungs- oder Statistikzwecke unmöglich macht oder ernsthaft beeinträchtigt und die Beschränkung dieser Rechte für die Erfüllung dieser Zwecke notwendig ist.

§ 33 DSG NRW – Ordnungswidrigkeiten

(1) Ordnungswidrig handelt, wer entgegen den Vorschriften der Verordnung (EU) 2016/679, dieses Gesetzes oder einer anderen Rechtsvorschrift des Landes Nordrhein-Westfalen geschützte personenbezogene Daten, die nicht offenkundig sind,

1. erhebt, speichert, verwendet, verändert, übermittelt, weitergibt, zum Abruf bereithält, den Personenbezug herstellt oder löscht oder
2. abrufen, einsieht, sich verschafft oder durch Vortäuschung falscher Tatsachen ihre Übermittlung oder Weitergabe an sich oder andere veranlasst.

Ordnungswidrig handelt auch, wer unter den in Satz 1 genannten Voraussetzungen Einzelangaben über persönliche oder sachliche Verhältnisse einer nicht mehr bestimmbar Person mit anderen Informationen zusammenführt und dadurch die betroffene Person wieder bestimmbar macht.

(2) Die Ordnungswidrigkeit kann mit einer Geldbuße bis zu fünfzigtausend Euro geahndet werden.

(3) Verwaltungsbehörde im Sinne von § 36 Absatz 1 Nummer 1 des Gesetzes über Ordnungswidrigkeiten in der Fassung der Bekanntmachung vom 19. Februar 1987 (BGBl. I S. 602) in der jeweils geltenden Fassung ist die oder der Landesbeauftragte für Datenschutz und Informationsfreiheit.

(4) Gegen öffentliche Stellen im Sinne von § 5 Absatz 1 werden Geldbußen nach Absatz 2 oder einer anderen Rechtsvorschrift über den Schutz personenbezogener Daten nicht verhängt.

§ 34 DSGVO NRW – Straftaten

(1) Wer in Ausübung seiner Tätigkeit für eine öffentliche Stelle einen der in § 33 Absatz 1 genannten Verstöße gegen Entgelt oder in der Absicht, sich oder einen anderen zu bereichern oder einen anderen zu schädigen, begeht, wird mit Freiheitsstrafe bis zu zwei Jahren oder mit Geldstrafe bestraft. Der Versuch ist strafbar.

(2) Die Tat wird nur auf Antrag verfolgt. Antragsberechtigt sind die betroffene Person, der Verantwortliche, der Auftragsverarbeiter sowie die oder der Landesbeauftragte für Datenschutz und Informationsfreiheit.

(3) Absatz 1 findet nur Anwendung, soweit die Tat nicht nach anderen Vorschriften mit Strafe bedroht ist.

§ 40 DSGVO NRW – Verarbeitung zu wissenschaftlichen oder statistischen Zwecken

Personenbezogene Daten dürfen im Rahmen der in § 35 genannten Zwecke in wissenschaftlicher oder statistischer Form verarbeitet werden, wenn hieran ein öffentliches Interesse besteht und geeignete Garantien für die Rechtsgüter der betroffenen Personen vorgesehen sind. Solche Garantien können in einer so zeitnah wie möglich erfolgenden Anonymisierung der personenbezogenen Daten, in Vorkehrungen gegen ihre unbefugte Kenntnisnahme durch Dritte oder in ihrer räumlich und organisatorisch von den sonstigen Fachaufgaben getrennten Verarbeitung bestehen.

§ 41 DSGVO NRW – Datengeheimnis

Denjenigen Personen, die bei öffentlichen Stellen oder ihren Auftragnehmern dienstlichen Zugang zu personenbezogenen Daten haben, ist es auch nach Beendigung ihrer Tätigkeit untersagt, solche Daten unbefugt zu einem anderen als dem zur jeweiligen rechtmäßigen Aufgabenerfüllung gehörenden Zweck zu verarbeiten oder zu offenbaren.

Additional information

OpenLab webpage:

<https://www.uni-muenster.de/Sportwissenschaft/en/bewegungslabor/>

Learnweb Tutorial:

You want to carry out a research project in the rooms of the OpenLab? Or want to get more information on the hard- and software used in the Lab?

We have a tutorial available in the Learnweb environment of the University Münster. There you will find a collection of short videos that introduce the OpenLab, explain all hardware, and give you a general briefing about usage of the OpenLab. The tutorial is available in German and English. To get access to the tutorial, please send a request per email:

e-Mail: openlab@wwu.de

Subject: "Request OpenLab Tutorial"

Nachrichteninhalt:

- Your full name
- Your WWU user ID
- A short explanation of your request
- Do you need the tutorial in German or English language?

After your request we will get back to you shortly. After your request has been accepted, you will find the tutorial in the Learnweb environment under "My courses" ⇒ "Term-independent".

Requests from non-WWU-members can be approved under fitting circumstances. If this is the case, please give a more detailed explanation of your request.