**HKU-HA DATA COLLABORATION LABORATORY (HKU-HADCL)**

**Usage Policies and Guidelines**

**Application for remote access to HADCL Self-Service Data Platform**

* In addition to accessing the Hospital Authority Data Collaboration Laboratory (HADCL) Self-Service Data Platform from the Hospital Authority (HA)’s Kowloon Bay location, applicants can also choose to do so from the HKU-HA Data Collaboration Laboratory (HKU-HADCL), a remote access site located at the HKU Medical Campus.

**For self-service HKU-HADCL users**

* To remotely access the HADCL Self-Service Data Platform, researchers are required to fill in an [application form](https://www.med.hku.hk/-/media/HKU-Med-Fac/research/facility/HKU_Schedule-1_For-application-for-Access-to-SSDP_V4_20241220.docx), a confidentiality undertaking and [HA’s remote access application form](https://www.med.hku.hk/-/media/HKU-Med-Fac/research/facility/HADCL_Remote-Access-Application-Form_Oct2021.doc) (applicable for access via HKU-HADCL).
* Completed documents are to be sent to the focal point of The University of Hong Kong:

HKU-HADCL Office

c/o Research Team, Faculty Office

LKS Faculty of Medicine

6/F William MW Mong Block, 21 Sassoon Road, Pokfulam

Email: hadcl@hku.hk

* Each applicant can apply for a maximum of 5 days of access to the service in each application.
* If applicants intend to conduct a research study with the sample data in the Self-service Data Platform and/or would like to publish the research findings, ethics approval from the Human Research Ethics Committee (HREC) of HKU or the Institutional Review Board of the University of Hong Kong / Hospital Authority Hong Kong West Cluster (HKU/HA HKW IRB) will be required.
* Successful applicants (Authorised Persons) will receive a confirmation email from HADCL Office regarding the access period and other arrangements depending on their choice of access location.

**For current users of the HA Health Data Collaboration Projects**

* If current [researchers of the HA Health Data Collaboration Projects](http://www3.ha.org.hk/data/DCL/ProjectApplication/) would like to remotely access the platform via HKU-HADCL, they are required to send the completed confidentiality undertaking and [HA’s remote access application form](https://www.med.hku.hk/-/media/HKU-Med-Fac/research/facility/HADCL_Remote-Access-Application-Form_Project.doc) to HA (email: hadcl@ha.org.hk) for review and approval; HA will then send the list to the HKU-HADCL Office for further booking arrangement.
* The access period will start within 7-10 working days upon HA’s approval, and until the end of the project period.
* There will be no limitation set on the maximum number of access days within the access period, but HA only allows up to two (2) remote access quotas per day for each collaboration project.

**Booking and Accessing the HKU-HA Data Collaboration Laboratory**

* Advanced booking is required to access the HKU-HADCL.
* Authorised Persons can check available timeslots and make bookings using the [HKU-HADCL Online Booking System](https://app.med.hku.hk/HKUBooking/) (HKU Portal login required).**\***
* The earliest available access date in the system will be 5 working days counting from the date of booking.
* In order to ensure fair and efficient usage of the HKU-HADCL, booking cancellations should be made as early as possible, and at least two calendar days before the day of booking. Cancellations made less than two calendar days in advance will be counted as “no-shows”.
* The number of “no-shows” will be counted towards each Authorised Person. If an Authorised Person accumulates three “no-shows”, they will be prohibited from making bookings for one month from the day of their most recent “no-show”.
* Access date and time of the Self-service Data Platform of HADCL by all Authorised Persons shall be assigned by HKU-HADCL Office and HA reserves the right to change the access date and time of any Authorised Persons without prior notice.
* The booking arrangement will be the same for both self-service and HA Health Data Collaboration Project users.**\***
* The HKU-HADCL Office has the discretion on seat allocation for all HKU-HADCL users.

**\*** Non-HKU researchers of HKU’s teams participating in HA Health Data Collaboration Projects who would like to access to HKU-HADCL should contact HKU-HADCL Office in advance and our colleagues will help book the relevant time slots in the system. When making such request, non-HKU researchers are required to first provide proof of identity and as a current HA Health Data Collaboration Project user, and will be required to sign-in at the Faculty Office on the day(s) of access.

**Available statistical analytic platforms**

* Users can select [RStudio and Jupyter Notebook](https://www3.ha.org.hk/Data/Home/File?path=%2FDCL%2FPackageList%2FHADCL_SDP_Latest_Package.pdf) for data access and analysis at HKU-HADCL.

**User Responsibility**

* Authorised Persons shall follow the regulations as stipulated in the HADCL’s User Manual, the Terms and Conditions for Restricted Premises, the Terms and Conditions for Remote Access, and clauses included in the Confidentiality Undertaking.
* Photo-taking or information recording is strictly prohibited inside HKU-HADCL. Except for the mobile phone registered with the University and the HA for receiving the log-in passwords for remote access, Authorised Persons are not allowed to use other devices which have functions to reproduce data inside the HKU-HADCL in any way, including but limited to computers, cameras, mobile phones, etc. Authorised Persons are requested to lock their personal belongings in the lockers provided outside of the HKU-HADCL. HKU will not be responsible for the loss or damage to any personal belongings left unattended outside HKU-HADCL, including those which are prohibited inside HKU-HADCL.
* Authorised Persons shall conduct all data analytics activities which shall be solely and exclusively for hypothesis formation, drafting research proposal and/or conducting analysis in HKU-HADCL. No individual records shall be taken away from HKU-HADCL by any means without the prior authorization by HA.
* Authorised Persons shall not combine, cross-match or link up or attempt to combine, cross-match or link up information on any individual patient in the data of HA with any of the patient’s or person’s personal or clinical information held by, or made known to, the Authorised Persons, or which is collected or made available to the Authorised Persons for purposes other than those stated above, unless a patient’s or person’s prior written consent to such data matching or linking has been sought.
* Authorised Persons are required to maintain a quiet environment in HKU-HADCL.
* HA and HKU reserve the right to refuse entry into HKU-HADCL in case of violation of the Terms and Conditions by any Authorised Person.

**Safety and Security**

* Surveillance cameras are installed and used inside HKU-HADCL for security and monitoring purposes.
* HKU may inspect the belonging of any Authorised Person before allowing access to HKU-HADCL.
* Entry and exit records of the Authorised Persons are kept for security and monitoring purposes.
* All Authorised Persons, including self-service users and collaboration project users, shall display visible and valid identification documents within the HKU-HADCL.
* Authorised Persons shall use the login ID and password access assigned by HA to authenticate the remote connection from the HKU-HADCL.
* All Authorised Persons shall take all reasonable precautions to keep their security information, including the login ID and password, safe and prevent any unauthorised use. The precautions may include the following:
	+ never write down or otherwise record the security information in a way that can be understood by someone else;
	+ take care to ensure that no one hears or sees the security information when using it;
	+ change the password immediately, or inform the HKU focal point and/or HA immediately to change the password as soon as possible if any Authorised Person knows or suspects that someone else knows or uses his/her security information;
	+ once they have logged onto their account for remote access, do not leave the relevant PC unattended or let anyone else use their accounts; and
	+ log out of their accounts once having finished using the remote access.
* If you have lost your staff/student ID card or the card used for HKU-HADCL access, please inform the HKU focal point immediately.
* Entry of unauthorised personnel (family, friends etc) is strictly prohibited. Violations may lead to suspension of application/booking or other penalties.
* Eating or drinking is not allowed in the HKU-HADCL.

**Emergency contacts**

* For questions regarding the HADCL platform (e.g. unable to receive the verification code, HADCL platform login problems, etc), please email hadcl@ha.org.hk.
* For local IT support (e.g. unable to login the computer, hardware problems, etc.), please contact HKUMed IT service desk at 3917 9323.
* For other urgent assistance, please contact the Faculty Office at 3910 2092.

January 2025