

HKU-EHP DATA COLLABORATION LABORATORY (HKU-EHPDCL)

Usage Policies and Guidelines

Application for Remote Access to EHPDCL Data Services

- Application for access to CRADLE, DARE, and EXPERT data services is open to researchers from The University of Hong Kong (HKU) with established agreement on Data Collaboration Lab usage with EH Plus Digital Technology Limited (EHP), which is a spin-off company from the Hospital Authority (HA).
- Users may apply to access the data services at the EHP Data Collaboration Laboratory (EHPDCL) in Kowloon Bay, or the HKU-EHP Data Collaboration Laboratory (HKU-EHPDCL), a remote access site located at the HKU Medical Campus.
- The focal point of The University of Hong Kong:

HKU-EHPDCL Office
c/o Research Team, Faculty Office
LKS Faculty of Medicine
6/F, William MW Mong Block, 21 Sassoon Road, Pokfulam
Email: med-ehpdcl@hku.hk

- To remotely access the data services, researchers should sign up using the HKU Portal UID (i.e. UID@hku.hk or UID@connect.hku.hk) and submit applications through the [EHPDCL Portal](#). Applicants are required to upload a Confidentiality Undertaking Form and EHPDCL's Remote Access Application Form (applicable for access via HKU-EHPDCL) during the application process.
- If researchers intend to conduct a research study and/or request export of outputs via DARE or EXPERT, ethics approval and funding support document will be required. Please visit the [HKU Research Services' website](#) to learn more about the ethics approval bodies.
- Successful applicants (Authorised Persons) will receive a confirmation email from the HKU-EHPDCL Office regarding the access period, booking arrangements and other site-specific guidelines.

Booking and Accessing the HKU-EHP Data Collaboration Laboratory

- Advanced booking is required to access the HKU-EHPDCL.
- Authorised Persons can check available timeslots and make bookings using the [HKU-EHPDCL Online Booking System](#) (HKU Portal login required)*.
- The earliest access date will be 5 working days from the date of booking.
- To ensure fair and efficient use of the HKU-EHPDCL, booking cancellations should be made as early as possible, and no later than two calendar days before the scheduled day. Cancellations made less than two calendar days in advance will be treated as “no-shows”.

- The number of “no-shows” will be tracked for 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”.
- The access date and time for the data services for all Authorised Persons shall be assigned by HKU-EHPDCL Office. EHP reserves the right to change the access date and time of any Authorised Persons without prior notice.
- The HKU-EHPDCL Office has the discretion on seat allocation for all HKU-EHPDCL users.

* Non-HKU researchers participating in EXPERT projects under HKU’s teams who wish to access HKU-EHPDCL should contact the HKU-EHPDCL Office in advance. Staff will assist in booking the relevant time slots for them in the system. Requests must include proof of identity and confirmation of current EXPERT project user status, and researchers are required to sign in at the HKU-EHPDCL Office on the day(s) of access.

User Responsibility

- Authorised Persons shall follow the regulations as stipulated in the EHPDCL’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-EHPDCL.** Authorised Persons are not permitted to use any device with data reproduction functions in any way inside the HKU-EHPDCL, including but not limited to computers, cameras and mobile phones. All personal belongings should be stored in the lockers provided outside of the HKU-EHPDCL. HKU will not be responsible for the loss or damage to any personal belongings left unattended both inside and outside HKU-EHPDCL, including those which are prohibited inside HKU-EHPDCL.
- The HA Data shall be used solely and exclusively for the specific purpose(s) permitted for each type of data service.
- Authorised Persons shall conduct all data services-related activities in HKU-EHPDCL. **No HA Data, Confidential Information, or other records shall be downloaded, printed, copied, photographed, recorded, transferred, removed, or otherwise taken away from HKU-EHPDCL by any means** without prior written authorisation by the EHP.
- 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-EHPDCL.
- EHP and HKU reserve the right to refuse entry into HKU-EHPDCL in case of violation of the Terms and Conditions by any Authorised Person.

Safety and Security

- Surveillance cameras are installed and used inside HKU-EHPDCL for security and monitoring purposes.
- HKU may inspect the belonging of any Authorised Person before allowing access to HKU-EHPDCL.
- Entry and exit records of the Authorised Persons are kept for security and monitoring purposes.
- All Authorised Persons shall display visible and valid identification documents within the HKU-EHPDCL.
- Authorised Persons shall use the login ID and password access assigned by EHP to authenticate the remote connection from the HKU-EHPDCL.
- 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 EHP 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-EHPDCL 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-EHPDCL.

Emergency Contacts

- For questions regarding the EHPDCL data services (e.g. login issues when accessing CRADLE, DARE or EXPERT), please email ehpdcl@ha.org.hk.
- For local IT support (e.g. unable to login the computer, hardware problems), please contact HKUMed IT service desk at 3917 9323.
- For other urgent assistance, please contact the Faculty Office at 3910 2092.