

HKU-HA DATA COLLABORATION LABORATORY (HKU-HADCL)

Usage Policies and Guidelines

Application for Remote Access to Clinical Research Awareness & Data Learning Environment (CRADLE)

- Application for access to CRADLE 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 for accessing CRADLE from the EHP Data Collaboration Laboratory (EHP DCL) in Kowloon Bay, or the HKU-HA Data Collaboration Laboratory (HKU-HADCL), a remote access site located at the HKU Medical Campus.

For Users Accessing CRADLE via HKU-HADCL

- To remotely access the CRADLE, researchers are required to fill in an [application form](#), a confidentiality undertaking and [HA's remote access application form](#) (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
3/F, William MW Mong Block, 21 Sassoon Road, Pokfulam
Email: hadcl@hku.hk

- Successful applicants (Authorised Persons) will receive a confirmation email from HKU-HADCL Office regarding the access period and other site-specific arrangements.

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](#) (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-HADCL, 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 CRADLE for all Authorised Persons shall be assigned by HKU-HADCL Office. EHP reserves the right to change the access date and time of any Authorised Persons without prior notice.
- The HKU-HADCL Office has the discretion on seat allocation for all HKU-HADCL users.

User Responsibility

- Authorised Persons shall follow the regulations as stipulated in the EHP DCL'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 EHP for receiving the log-in passwords for remote access, Authorised Persons are not permitted to use any other devices with data reproduction functions inside the HKU-HADCL, including but limited to computers, cameras, mobile phones. 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 both inside and outside HKU-HADCL, including those which are prohibited inside HKU-HADCL.
- The HA Data shall be used solely and exclusively for exploring and understanding the HA Data to assess its value and relevance for subsequent researches and shall not be used to develop or generate any Output / Publication.
- 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 EHP 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.
- EHP 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 shall display visible and valid identification documents within the HKU-HADCL.
- Authorised Persons shall use the login ID and password access assigned by EHP 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 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-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 CRADLE (e.g. unable to receive the verification code, CRADLE login problems), 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.

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