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

**Usage Policies and Guidelines**

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

* To access the Hospital Authority Data Collaboration Laboratory (HADCL) Self-Service Data Platform, researchers are required to fill in an [application form](http://www.med.hku.hk/download/bulkmail/9716220624113131.docx), a confidentiality undertaking and [HA’s remote access application form](http://www.med.hku.hk/download/bulkmail/9827220615171908.doc) (applicable for access via HKU-HADCL).
* Completed documents are to be sent to the focal point of The University of Hong Kong:

Mr Anthony Lo

Research Team, Faculty Office

LKS Faculty of Medicine

Email: hadcl@hku.hk

* Each applicant can choose to access the HADCL Self-Service Data Platform from the Hospital Authority (HA)’s Kowloon Bay location or from the HKU-HA Data Collaboration Laboratory (HKU-HADCL), a remote access site located at the HKU Medical Campus.
* Each applicant can apply for a maximum of 5 days of access to the service.
* 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.

**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/).
* 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 HADCL Office and HA reserves the right to change the access date and time of any Authorised Persons without prior notice.

**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 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 2853

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