Hong Kong Science and Technology Park

Hospital Authority Data Remote Access Application Form

Please send the completed form to the HKSTP HA Data Governance Team (Natasha.tsai@hkstp.org)

Section 1: To be Filled in by Applicant

Application for (please select the appropriate box): ☑ Opening Account

Surname:	First Name:
Job Title / Company:	Contact Phone No:

Mobile Phone No. for Receipt of SMS One-time Password (SMS OTP) (local number only):
(if different from above)

Email:

Access or Account Profile Change Requirements:

2-Factor Authentication (SMS-OTP) Required: ☑ HADCL

Personal Information Collection Statement

The personal data provided in this form will be used by the Hospital Authority ("HA") for ascertaining, identifying and verifying your identity and other administrative purposes in connection with your access to the HA data through the self-service data platform of the HA Data Collaboration Laboratory ("HADCL"). Please note that it is mandatory to provide all the personal particulars required below. Failure to provide such data may delay the processing and affect the outcome of your requests. Apart from processing of your personal data for the aforesaid purposes, the HA will not disclose your personal data to any other parties or use for other purposes without your consent. Under the Personal Data (Privacy) Ordinance, the applicant may access or correct the personal data provided by sending an e-mail to the HADCL Office at HADCL@ha.org.hk. Please refer to the Privacy Policy of the HA Corporate Website (https://www3.ha.org.hk/data/Home/PrivacyPolicy/) for details of our privacy policy.

☑ **I accept and agree to the Personal Information Collection Statement*.**

Statement on IT Security, Confidentiality and Copyrights

1. The user account information such as username and/or password cannot be shared with others.

2. User password/PIN must be kept confidential. If user knows or suspects that someone else knows or uses his/her password/PIN, the user must inform HA immediately to change the password as soon as possible.

3. The user agrees that the remote access account or account profile will be removed when the user is no longer eligible for such access, regardless of whether due to the termination of

his/her appointment or employment by users' University or change of his/her duties in users' University or otherwise.

4. HA may remove inactive remote access account for longer than 3 months without prior notice.

5. The user must not use the remote access service to upload, download, post, email, transmit any content and/or initiate activities that are unlawful, offensive, harassing, fraudulent, obscene, harmful, threatening, defamatory, vulgar and/or invasive of another's privacy.

6. The user must not use the remote access account for unauthorised transmission of the HA proprietary information and software and unauthorised commercial use.

7. Anti-virus program must be installed and running with updated virus definitions. (Please contact HKSTP HA Data Governance Team for details.)

8. The user must not connect to other Internet site and/or network while remote access connection to HADCL is active.

9. All copyrights and licensing requirements of any downloaded and transmitted data or program must be strictly adhered to.

10. HA reserves the rights to monitor, disconnect and/or to terminate the user service without prior notice. The remote access logs collected for monitoring the user service are solely used for the purpose of enforcement of the acceptable use of VPN service as stipulated in HA guideline, user authentication and authorisation, virus, security, usage and performance analysis and trouble-shooting problems. The information collected may be reviewed and periodic and random reviews and audit may be conducted.

11. The user may face disciplinary action or criminal prosecution for any breach of the confidentiality principle.

☑ **I accept and agree to the above Statement on IT Security, Confidentiality and Copyrights*.**

<u>Terms and Constraints of SMS OTP method</u>

1. Under below circumstances beyond HA control, SMS OTP Logon may be interrupted or affected:
   - No coverage areas (depending on mobile network coverage of different service providers in different geographical locations)
   - Lost mobile phone or mobile phone out-of-battery or out-of-order issues
   - Delay in delivery of SMS OTP by user's mobile phone service provider e.g. service outage and seasoning

2. SMS-forwarding service is not allowed and supported in alignment with best security practice. For example, the HKMA and the banking industry worked with the mobile phone service providers to implement security controls to prevent fraudsters from using such services to

forward SMS OTP from a customer's registered mobile phone to the fraudster's mobile phone on 30 October 2011.

3. Only local mobile phone number is accepted for registration to avoid any surcharges for international SMS.

4. SMS roaming could be considered and enabled by users themselves (user may be charged an additional fee subject to user's mobile phone service provider).

☑ **I understand and accept the above Terms and Constraints of SMS OTP method*.**

**** Please put a tick in the box if you understand and accept to the statements and terms.***

Applicant's Signature: Date:

Section 2: Endorsement by Hospital / Cluster / HAHO Management	
Name:	Contact Phone No:
Job Title / Location:	Internal Email:
Signature:	Date:
Section 3: Endorsement by System Owner (if applicable)	
Name:	Contact Phone No:
Job Title:	Internal Email:
Signature:	Date:
Section 4: To be Filled in by N5/NMS, HOIT&HI	
Account Opened/Closed/Changed User ID:	Handled By: Verified By: Date Created/Deleted/Changed: