# ***GENERAL CONSENT FORM***

**Who are we?** The International Organization for Migration (“**IOM**”, **“we”)** is part of the United Nations system and is the leading intergovernmental organization in the field of migration. It provides support and humanitarian assistance to migrants across the world, including refugees and internally displaced people, and is guided by the principle that humane and orderly migration benefits migrants and society. In its capacity as data controller, IOM processes your personal data in accordance with its Data Protection Principles.

**What data do we collect from you and why?** By signing this form, you authorize IOM and any authorized person or entity acting on behalf of IOM to process, including collect, use, share and retain your personal data (ie. information that can identify you), asfollows:

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPES OF PERSONAL DATA** | **SPECIFIED PURPOSE** | **CONSENT** | |
| **YES** | **NO** |
| General participants’ information (Age, date of birth, Sex, reasons for doing the COVID RDTs test, duration of symptoms, severity of symptoms and vaccination status) | Recording these data in a paper-based logbook and KOBO software and using them in data analysis for an IOM operational research that wants to assess the feasibility and accessibility of using COVID RDTs in the diagnosis and contact tracing of COVID in 4 different countries including Northwest Syria. These collected data will be presented anonymously in a research paper. Collecting this general information before signing the consent form will help assessing the attrition rates in the uptake of RDTs and why and the categories of people who did approve or disapprove to participate in this research project. |  |  |
| Specific Participants’ information including Full name, address, phone number, the patient ID Number and TB clinic registration number all these above mentioned information are optional information that patients can disclose or not, then, date of COVID RDT test, result of the test, place of the test, the presence of other diseases, , TB test result, , if the patient did COVID PCR test, Result of COVID PCR test and date of COVID PCR test | Collecting and using this patient data for research will be done only after the patient sign the consent form, this information will be collected and used to help us record the specific information data and use them in our logbooks and KOBO software to eventually answer our mentioned research topic. These collected specific information will help us answer these research questions through analyzing and presenting them in graphs and sharing them anonymously on a research paper for operational research purposes. Some of these collected data are optional to disclose and are going to be used only for COVID contact tracking but are not going to be included in the research |  |  |

IOM may use or otherwise process your personal data for internal administration purposes, which include compliance with any obligations and internal procedures IOM may have, audits, prevention/detection/ investigation of any abuse or fraudulent activity or breach of IOM rules. Your data may also be combined with other data (in a way that will not allow for you to be identified) so that IOM can report, monitor, and evaluate its projects and programmes.

**Who may have access to your data?** Within IOM, your personal data are accessed by IOM personnel who need to carry out tasks relating to the purposes mentioned above. Such personnel are bound by the IOM Data Protection Principles and are under an obligation of confidentiality. Externally, your personal data may also be shared with persons or entities that provide assistance, services and/or advice to IOM in accounting, audit, administrative, information technology, legal, financial and other matters relating to the purposes mentioned above. You agree that your personal data as listed below may be transferred to third parties as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPES OF PERSONAL DATA** | **NAME OF THIRD PARTY** | **SPECIFIED PURPOSE OF TRANSFER** | **CONSENT** | |
| **YES** | **NO** |
| General participants’ information (Age, Sex, reasons for doing the COVID RDTs test, duration of symptoms, severity of symptoms and vaccination status) | Certain local staff from implementing partners working on behalf of IOM namely HiHFAD organization as implementing partner in Northwest Syria and FOCECC non-governmental organization as implementing partner in Jordan, who can access their country-specific databases using a login ID and Password. | To analyze the collected data to assess the feasibility and accessibility of using COVID RDTs in the diagnosis and contact tracing of COVID in 4 different countries including Northwest Syria. and these collected data will be presented anonymously in a research paper. These implementing partners are necessary for the continuum of assistance (namely the subsequent use of personal data for providing assistance for IOM) to aid in the implementation of this IOM project and to provide human resource staff needed for the project implementation that IOM cannot provide alone |  |  |
| Specific Participants’ information including Full name, address and phone number, the patient ID Number, TB clinic registration number all these above mentioned information are optional information that patients can disclose or not, then, date of COVID RDT test, result of the test, place of the test, the presence of other diseases, , TB test result, , if the patient did COVID PCR test, Result of COVID PCR test and date of COVID PCR test | Each country will have certain local staff from implementing partners working on behalf of IOM namely HiHFAD organization as implementing partner in Northwest Syria and FOCECC non-governmental organization as implementing partner in Jordan, who can access their country-specific databases using a login ID and Password. | To analyze these collected data to eventually answer our mentioned research topic. These implementing partners are necessary for the continuum of assistance (namely the subsequent use of personal data for providing assistance for IOM) to aid in the implementation of this IOM project and to provide human resource staff needed for the project implementation that IOM cannot provide alone |  |  |

IOM takes all reasonable and necessary precautions to preserve the confidentiality of your personal data and that it only shares personal data on a strictly need-to-know basis. IOM is implementing adequate safeguards to protect the confidentiality of your personal data, including entering into written agreements with the third parties to ensure adequate protection when such third parties process your personal data.

**How long does IOM keep your personal data for?** Your personal data will be kept by IOM for as long as is necessary to achieve the specified purposes mentioned above. As soon those purposes have been fulfilled, IOM may keep your personal data archived for historical records keeping and other purposes to fulfill IOM’s obligations and mandate in  
the public interest sphere. IOM may also continue to process non-identifiable data for statistical and research purposes, i.e. generate statistics for internal and external use with anonymized data.

**Can I make requests or submit a complaint concerning my personal data?** Yes. You can request IOM to (a) have information about the processing of your personal data by IOM, (b) access your personal data, (c) correct your personal data, (d) delete your personal data, (e) object to further processing of your personal data and/or withdraw your consent. IOM will need to verify your identity to be able to assess your request and it may not always be able to comply with your request, for example, because of reasons of public interest, compliance with IOM’s mandatory requirements, safety and security considerations, prevailing rights of other individuals. IOM will assess this on a case-by-case basis and if a restriction is found to be applicable, you will be informed of our reasoning of this. You can also submit complaints concerning the processing of your personal data by IOM.

**How do I contact IOM?** You may exercise any of the above rights, submit complaints or obtain further information by contacting IOM at:

**Northwest Syria represented by Gaziantep IOM office in Turkey:**

**Phone Number:** 00905380460144

**Address****:** Güvenevler Mahallesi 29069.Sokak

No:15 Tugay Şehitkamil/ Gaziantep - Türkiye

# *Data subject’s declaration of informed consent:*

I hereby:

1. Understand and agree that IOM processes my personal data in accordance with IOM’s Data Protection Principles.
2. Understand and agree that all the above is applicable to the personal data of any person for whom I have the right to provide their personal data to IOM.
3. Declare that the information I have provided is, to the best of my knowledge, accurate, true and correct. I understand that if I provide false information in this form, IOM may be unable to provide me with assistance.
4. Declare that I have been informed and fully understood the contents of this form. I hereby state that I agree to all the above and that I sign the form of my own free will.

Signed at \_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| Data subject’s first and last name |  |
| City and Country |  |
| Date in full (DD/MM/YYYY) |  |
| Data subject’s mark or signature |  |