

Consent form – participation in the study

I confirm that my participation in this research, undertaken by [Researcher, institution], is a voluntary contribution.

I confirm that:

- I understand the purpose and purpose of this research.
- I have had the opportunity to ask questions and I have received satisfactory answers.
- I understand that if I want, for any reason, at any time, to stop interviewing or delete selected questions, I may do so without having to explain and without any consequence.
- I understand that my personal information collected in this study will be processed as stated in the information sheet.
- I understand that my personal information collected in this study will be confidential and anonymous in the published material.
- I understand that non-identifiable qualitative data can be shared with Samuel Hall research members and external stakeholders.
- I understand that I can contact [researcher, Institution] at [email] to ask any additional question or to withdraw from the study without penalty at any time.
- I have been informed about the project's Data Protection Officer and his contact details have been shared with me.
- I have been offered a copy of this approval form and the information sheet which are mine to keep.

Optional: ☐ I agree to be personally identified in the results and publications to be produced from this study *To be included when personally identifying respondents is necessary for the research.*

Optional: ☐ I agree to be contacted at a later stage by the members of the PoH project to be invited to participatory workshops, interviews or surveys. I will still be able to refuse to take part in these other activities at any time. My contact details are:

Email:

Phone/WhatsApp:

Signature of the participant, Date and Place:

Information sheet –participation in the study

You are invited to take part in a research study.

The project

The goal is to provide a baseline understanding that will guide both humanitarian and development initiatives. The core of this initiative lies in conducting service mapping and assessments, along with service delivery assessments and community consultations (qualitative and quantitative).

Aim and duration of this [method (e.g. interview)]

The present [method (e.g. interview, survey)] is conducted by [Partner, country] with the objective of [specific objectives in terms and language intelligible to the participants]. This [method (e.g. interview, survey)] is expected to last approximately [time].

Participation in the project

- Your participation in this research is voluntary.
- The processing of your personal data is based on your consent
- Answers to the questions are facultative. If you want to, for any reason, at any time, to stop the [method (e.g. interview, survey)] or skip questions, you may do so without having to explain and without any consequence.

Protection of personal data

- Personal data provided to the researchers will be treated with confidentiality: no personal data will be shared within the project nor with a broader audience (unless otherwise indicated in the informed consent form).
- Any personal information that could identify you will be removed or changed before files are shared with other researchers or results are made public.
- Personal data collected throughout the project will be completely destroyed at the end of the project.
- Jonathan Buckley from the Samuel Hall is the Data Protection Officer of the PoH project. You can contact him at jonathan.buckley@samuelhall.org if you have any further questions regarding the project's protection policy for personal data.
- No names, surnames, phone numbers or any other personally identifiable information is to be collected nor recorded during this [method (e.g. interview, survey)] *To be included when conducting research with vulnerable individuals or groups.*

Data processing

- Confidentiality will be guaranteed throughout the collection, analysis and exploitation of data. You will not be identified in any publication from this study.
- The information in this study will be used only for [remind the specific research purposes in terms and language intelligible to the participants] as specified above and in ways that will not reveal who you are. *To be included when conducting research with vulnerable individuals or groups.*

- Qualitative data will be pseudonymized, transcribed and stored on encrypted devices.
- Non-identifiable qualitative data can be shared with the PoH research members.
- Un-useful data (going beyond the research purposes specified above) will be destroyed by the researcher immediately after fieldwork as to minimize any misuse.
- Personal qualitative data will be kept on file both for the time of the project and for a period of 5 years after the end of the project (after which data will be purged).

As provided for in the GDPR (Art. 15 to 23), you can exercise a series of rights:

- to obtain, free of charge, a copy of the personal data concerning you processed in the context of this study and, where appropriate, any available information on their purpose, origin and destination;
 - to obtain, free of charge, the rectification of any inaccurate personal data concerning you and to obtain that incomplete data be completed;
 - to obtain, subject to the conditions laid down by the regulations and free of charge, the deletion of personal data concerning you;
 - to obtain, subject to the conditions provided for by the regulations and free of charge, the limitation of the processing of personal data concerning you;
 - obtain, free of charge, the portability of the personal data concerning you meaning to receive, free of charge, the data in a commonly used structured format, provided that the processing is carried out using automated processes;
 - to withdraw your consent, without any justification being necessary. This withdrawal automatically entails the destruction, by the researcher, of the personal data collected;
 - to lodge a complaint concerning any form of breach of confidentiality, contact
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Before you agree to take part in this research, please feel free to ask any question that might arise from this Information Sheet or the explanation provided by the researcher.

If you decide to participate, you will receive a signed copy of this document.