RESEARCH CONSENT FORM POLICY

POLICY # EIMT/2026/26002
Adopted by the Senate on May 26, 2026

Hinterbergstrasse 11, 6330 Cham, Switzerland
Coordinator (IQAC): qa@euroamerican.edu.eu

For the issuance, use, approval, review, and control of research participant information sheets and consent forms.

Policy Framework and Governance

Field	Details
Policy Owner	IQA Cell (IQAC), Euro American Education Group, for implementation by EIMT, Switzerland
Operational Owner	Research and Ethics Committee, European Institute of Management and Technology (EIMT)
Applicable Institution	European Institute of Management and Technology (EIMT), Switzerland
Policy Status	Public institutional policy
Version	1.0
Effective Date	May 26, 2026
Approved By	The Senate
Review Cycle	At least annually, and immediately following any material change in law, regulator guidance, institutional structure, research governance requirements, or data processing practice
Contact	Research and Ethics Committee / IQA Cell (IQAC): qa@euroamerican.edu.eu

Publication Note: This Policy is suitable for publication on the EIMT website. Operational forms, study specific templates, approval checklists, data protection assessments, review notes, and internal approval records may be maintained separately as controlled internal documents.

Website Use Note: The template included in Annex 1 is published for transparency and governance purposes. It is not a blank form for immediate use. A study specific version must be completed, reviewed, approved, version controlled, and issued by EIMT before any participant is asked to sign it.

1. Purpose

The purpose of this Policy is to establish a mandatory institutional framework for the preparation, approval, issuance, use, retention, amendment, withdrawal, and control of research participant information sheets and consent forms issued by or in the name of the European Institute of Management and Technology (EIMT), Switzerland.

This Policy ensures that research participants receive clear, accurate, transparent, and legally adequate information before deciding whether to participate in research, and that EIMT issued documents are consistent with institutional governance, research ethics, data protection law, and applicable European Union and Swiss regulatory requirements.

2. Policy Statement

EIMT shall not issue, circulate, sign, approve, or rely upon any research consent form, participant information sheet, research approval communication, data protection statement, or related research governance document unless it has been reviewed through the approval pathway prescribed in this Policy.

All research consent documents must be study specific, legally coherent, jurisdictionally accurate, transparent, and approved before circulation. Generic templates, incomplete drafts, unresolved optional text, and documents containing placeholders shall not be issued externally.

3. Scope

This Policy applies to all research activities where EIMT, its Research and Ethics Committee, its academic officers, supervisors, staff, students, researchers, collaborators, or representatives issue, approve, review, rely upon, or circulate a research participant consent document, participant information sheet, or related research data protection statement.

3.1 Covered Documents

- Research participant information sheets.
- Research participant consent forms.
- Assent forms where minors or persons requiring additional protections are involved.
- Research ethics approval letters or recommendation letters.
- Data protection statements connected with research participation.
- Research recruitment notices that collect personal data.
- Forms authorising audio recording, video recording, photography, transcription, translation, archiving, secondary use, or international transfer of research data.
- Any communication to an external authority, participant, institution, supervisor, candidate, or partner that describes EIMT approval of research involving personal data.

3.2 Exclusions

This Policy does not replace the academic requirements of any programme, the academic supervision process, or the substantive scientific review of a research project. It applies specifically to consent, data protection, participant rights, research ethics documentation, document control, and approval records used in connection with such projects.

4. Legal and Regulatory Framework

This Policy is informed by the following legal and regulatory instruments, as applicable depending on the location of the researcher, participant, data subject, controller, processor, data storage, data transfer, supervisory authority, and research activity:

- Regulation (EU) 2016/679, the General Data Protection Regulation (GDPR), including Articles 5, 6, 7, 9, 12, 13, 14, 15 to 22, 24, 25, 30, 32, 35, 44 to 49, 83, and 89, where EU or EEA personal data processing is involved.
- Article 8 of the Charter of Fundamental Rights of the European Union, concerning protection of personal data within the European Union legal order.
- European Union principles concerning lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity, confidentiality, accountability, and data subject rights.
- The European Commission adequacy framework under Article 45 GDPR for international transfers to third countries, including Switzerland where the adequacy decision remains applicable.
- The Swiss Federal Act on Data Protection (FADP) and the Swiss Ordinance on Data Protection, where Swiss based processing, Swiss establishment, Swiss data subjects, or effects in Switzerland are involved.
- Any applicable local law of the country in which the participant, researcher, data collection, fieldwork, partner institution, or supervisory authority is located.
- EIMT research governance rules, the mandate of the EIMT Research and Ethics Committee, and quality assurance procedures approved through the IQA Cell (IQAC) of Euro American Education Group.

Important Note: The use of a research consent form does not by itself establish a lawful basis for processing personal data. The lawful basis must be identified separately, recorded in the study file, and reflected accurately in the study specific participant information and consent documents before processing begins.

5. Definitions

Term	Meaning
Participant	A person invited to take part in a research study, interview, survey, focus group, observation, recording, or other research activity.
Personal data	Any information relating to an identified or identifiable natural person.
Special category data	Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data used for identification, health data, sex life, or sexual orientation, where GDPR applies.
Controller	The person or legal entity that determines the purposes and means of processing personal data.
Processor	A person or legal entity that processes personal data on behalf of the controller.

Research consent	The participant's voluntary agreement to participate in a research activity after receiving adequate information.
GDPR lawful basis	The legal basis under Article 6 GDPR that permits processing of personal data where GDPR applies. Where special category data is processed, a separate Article 9 condition is also required.
Ethics approval	Institutional approval or recommendation confirming that the proposed study has been reviewed from a research ethics perspective. It is not automatically a data protection approval.
IQA Cell (IQAC)	The institutional quality assurance function of Euro American Education Group authorised to review and approve controlled forms, policy instruments, version control, and externally issued compliance documents.
Approved form	A consent form or participant information sheet that has passed the required study specific review and bears a version number, date, approval reference, and authorised issuing office.

6. Core Principles

- Lawfulness, fairness, and transparency: participants must be informed in clear language about what data will be collected, why it will be processed, who will process it, and what rights they have.
- Purpose limitation: data shall be collected only for specified, explicit, and legitimate research purposes.
- Data minimisation: only data necessary for the approved research purpose shall be collected.
- Accuracy: participant data shall be kept accurate where accuracy is relevant to the research purpose.
- Storage limitation: identifiable data shall be retained only for the approved period and then securely deleted, anonymised, or archived in accordance with approved terms.
- Integrity and confidentiality: appropriate technical and organisational measures shall protect research data from unauthorised access, loss, disclosure, alteration, or misuse.
- Accountability: EIMT shall be able to demonstrate review, approval, lawful basis assessment, document control, and issue control for every consent document.
- Participant autonomy: participation must be voluntary, and withdrawal rights must be explained clearly and honestly.
- Study specificity: every form must be tailored to the actual research design, data categories, participant group, jurisdiction, risks, benefits, storage, transfers, and publication plan.
- No unsupported lawful basis: no consent form may state that processing is based on public task, legitimate interests, legal obligation, consent, or any other lawful basis unless such basis has been reviewed and recorded.

7. Mandatory Content of Research Consent Documents

Every EIMT research consent form and participant information sheet must, where applicable, contain the following information before it is issued externally:

- Full title of the study.
- Name, role, department, and contact details of the researcher.
- Name and contact details of the supervisor, where applicable.
- Identity of the institution issuing the ethics approval or recommendation.
- Identity and contact details of the data controller.
- Data protection contact or Data Protection Officer contact, where applicable.
- Purpose and academic context of the research.
- Participant eligibility, inclusion criteria, and exclusion criteria.
- What participation involves, including surveys, interviews, group discussions, observations, recordings, or other activities.
- Estimated time commitment.
- Voluntary nature of participation.
- Withdrawal rights, including the final date or stage after which withdrawal of data may no longer be possible.
- Categories of personal data to be collected.
- Whether special category data will be collected.
- GDPR Article 6 lawful basis for processing, where GDPR applies.
- GDPR Article 9 condition where special category data is processed and GDPR applies.
- Research safeguards under Article 89 GDPR where research related archiving, statistical purposes, scientific research safeguards, or compatible further use are relevant.
- Confidentiality, anonymity, or pseudonymity arrangements.
- Audio, video, image, transcript, and quotation arrangements.
- Data storage location, access controls, security measures, and retention period.
- International transfer arrangements, including the destination, recipient category, transfer basis, and specific transfer route where relevant.
- Potential risks, discomforts, limitations, and support arrangements.
- Potential benefits, if any.
- Compensation or reimbursement arrangements, if any.
- Publication, thesis submission, report, archive, or future use arrangements.
- Participant rights under applicable data protection law.
- Complaint route within EIMT and to the competent data protection supervisory authority, including the Swiss Federal Data Protection and Information Commissioner (FDPIC) where Swiss law applies and the competent EU or EEA supervisory authority where GDPR applies.
- Approval reference, version number, date, and issuing authority.

8. Lawful Basis Assessment

Before any research consent form is issued, the researcher and supervisor must complete a lawful basis assessment. The assessment must be reviewed by the Research and Ethics Committee and, where required, by the Data Protection Officer or privacy contact.

8.1 Article 6 GDPR Lawful Bases

Where GDPR applies, one or more Article 6 lawful bases must be identified and justified before processing begins. These include consent, contract, legal obligation, vital interests, public task, and legitimate interests. The selected basis must match the actual facts of the study and each processing purpose.

8.2 Public Task

Public task under Article 6(1)(e) GDPR shall not be used unless the controller can identify the specific Union law or Member State law that establishes the task carried out in the public interest or in the exercise of official authority. A generic institutional or academic interest is not sufficient.

8.3 Consent as a Lawful Basis

Where consent under Article 6(1)(a) GDPR is used as the lawful basis, it must be freely given, specific, informed, unambiguous, and capable of being withdrawn. The consent form must not imply that participation is mandatory unless the research design and legal context clearly support a different lawful basis.

8.4 Special Category Data

Where special category data is processed and GDPR applies, an Article 9 condition must be identified in addition to the Article 6 lawful basis. Explicit consent under Article 9(2)(a) may be appropriate in some studies, but the responsible reviewer must confirm whether another condition applies.

8.5 Legitimate Interests

Where legitimate interests under Article 6(1)(f) GDPR are relied upon, a legitimate interests assessment must be completed and retained. This must consider the purpose of the processing, necessity, and the impact on the rights and freedoms of the participant.

9. International Data Transfers

Where research data is transferred across borders, the specific transfer basis must be identified before the consent form is issued.

- For EU or EEA to Switzerland transfers, the European Commission Article 45 adequacy framework may be referenced where applicable and current.

- Where no adequacy decision applies, an appropriate transfer mechanism must be identified, such as approved Standard Contractual Clauses or another mechanism permitted under Chapter V GDPR.
- The participant must be informed of the destination country, recipient or category of recipient, purpose of the transfer, and safeguards.
- No consent form may contain a generic overseas transfer clause without identifying the actual transfer route and legal basis.
- Where data is accessed remotely from another country, such access must be treated as a potential international transfer and assessed accordingly.

10. Roles and Responsibilities

Role	Responsibilities
Researcher	Drafts the study specific information sheet and consent form, identifies data categories, describes research activity, and submits documents for review before use.
Supervisor	Reviews academic suitability, participant risk, data collection design, and completeness of study specific information before submission to the Research and Ethics Committee.
Research and Ethics Committee	Reviews research ethics, participant protection measures, consent process, risks, benefits, withdrawal arrangements, and approval conditions.
Data Protection Officer / Privacy Contact	Reviews data protection matters where required, including controller identity, lawful basis, special category data, data subject rights, security, retention, and international transfer issues.
IQA Cell (IQAC)	Reviews controlled templates, policy compliance, document control, version control, and external issuance standards.
Academic Administration	Issues only the approved version, maintains the approval trail, and prevents circulation of unapproved drafts.
Group Rector or Dean of Quality Assurance	May require escalation, suspension, withdrawal, or correction of a form where legal, regulatory, institutional, or reputational risk is identified.

11. Approval Pathway

1. The researcher prepares a study specific participant information sheet and consent form using the current approved EIMT template.
2. The supervisor reviews the draft for academic accuracy, research design, participant burden, and completeness.
3. The researcher completes the lawful basis and data processing summary.
4. The draft is submitted to the Research and Ethics Committee for research ethics review.
5. The Research and Ethics Committee determines whether a data protection review is required in addition to ordinary ethics review. Data protection review is mandatory where personal data, special category data, international transfers, minors, vulnerable participants, recordings, online platforms, third party processors, or regulator facing use is involved.
6. The Data Protection Officer or privacy contact reviews the lawful basis, controller identity, participant rights, data security, retention, and transfer clauses where required.
7. The IQA Cell (IQAC) reviews the document for policy compliance, document control, approved language, versioning, and institutional consistency.
8. Only after all applicable approvals are complete may Academic Administration issue the approved version.
9. The issued version must be saved with approval reference, version number, date, recipient, and issuing officer.
10. No amendments may be made after approval unless the amended document is resubmitted through the relevant review route.

12. Prohibited Practices

- Issuing a consent form containing placeholders, unresolved options, draft notes, or template instructions.
- Using the lawful basis of public task without identifying a specific Union law or Member State law where GDPR applies.
- Using special category data clauses without an appropriate Article 9 GDPR condition where GDPR applies.
- Using generic overseas transfer wording without assessing actual data flows.
- Issuing a document under the EIMT name where another institution is the controller, without clarifying responsibility.
- Changing the approved consent form after approval without re review.
- Using a form approved for one study in another study without fresh review.
- Issuing a form that refers to the wrong institution, wrong jurisdiction, wrong DPO or privacy contact, wrong legal framework, or wrong complaint route.
- Allowing a student, researcher, officer, consultant, agent, or academic staff member to circulate an unapproved form externally.

- Backdating approval, version numbers, or consent records.
- Collecting research data before the approved form has been issued and valid consent or other required authorisation has been obtained.

13. Records and Retention

EIMT shall retain a controlled record for each approved research consent document. The record must include the study title, researcher, supervisor, approved form, approval reference, lawful basis assessment, data protection review where applicable, IQA Cell approval, issued version, recipient details where relevant, and any subsequent amendment or withdrawal.

Retention periods for research records must be defined in the study specific documents and must be consistent with applicable legal, academic, contractual, and data protection requirements. Identifiable participant data must not be retained indefinitely unless a lawful and documented basis exists.

14. Participant Rights

Participant information must clearly explain the rights available to participants as data subjects under applicable law, including rights of access, rectification, erasure, restriction, objection, portability where applicable, and rights relating to certain automated decisions. The form must also explain that some rights may be limited where data has been anonymised or where research safeguards and applicable law permit restrictions.

15. Research Involving Minors or Vulnerable Participants

Research involving minors, vulnerable adults, dependent relationships, patients, employees, students in subordinate positions, or participants who may be under pressure to participate requires enhanced review. Additional safeguards may include parental or guardian consent, participant assent, independent support, simplified language, separate withdrawal procedures, and enhanced risk assessment.

16. Recordings, Images, Direct Quotations, and Identifiability

Audio recordings, video recordings, photographs, direct quotations, identifiable case descriptions, and named acknowledgements require specific consent or another lawful and documented basis. Participants must be informed whether they may participate without being recorded, whether quotations will be anonymised, and whether their name, role, affiliation, image, or voice may appear in any thesis, report, publication, presentation, or public output.

17. Security and Technical Measures

Research data must be protected through appropriate technical and organisational measures. These may include access control, password protection, encryption, secure institutional storage, role based access, secure deletion, pseudonymisation, anonymisation where feasible, secure transcription arrangements, approved processors, and incident reporting procedures.

Public file sharing links, personal email accounts, uncontrolled cloud storage, consumer messaging platforms, and unapproved devices must not be used for identifiable research data unless specifically assessed and approved.

18. Amendments, Withdrawal, and Suspension

If an error is identified in an issued consent form, the matter must be escalated immediately to the Research and Ethics Committee, Data Protection Officer or privacy contact where applicable, IQA Cell (IQAC), and the authorised senior officer. Data collection may be suspended pending review.

Where a form has been issued incorrectly, EIMT may require corrective communication, revised consent, participant notification, regulator communication, deletion of improperly collected data, or re review of the study.

19. Regulatory Queries and External Authority Communications

Any query from a data protection authority, education regulator, professional body, partner institution, court, government authority, or external complaints body concerning a research consent form or approval letter must be escalated immediately. No officer may respond substantively without approval from the authorised senior officer and, where applicable, the Data Protection Officer or privacy contact and IQA Cell (IQAC).

Responses to external authorities must be accurate, evidence based, non speculative, and supported by the approval trail, applicable policy, lawful basis assessment, and issued documents.

20. Website Publication and Public Version Control

This Policy may be published on the EIMT website as a public policy document. The public version shall describe the institutional framework and participant protection principles. Internal forms, risk assessments, checklists, data protection assessments, and approval notes may remain controlled internal documents unless publication is required.

The website version must show the policy title, version number, effective date, approval authority, and contact address. Superseded versions must be archived and not presented as current.

21. Training and Compliance

All academic staff, supervisors, research administrators, student support officers, and committee members involved in research consent documentation must be trained on this Policy. Training shall include the distinction between ethics consent and data protection lawful basis, the prohibition on generic public task language, and the requirement for IQA Cell (IQAC) approval before external issuance.

22. Breach of Policy

Failure to follow this Policy may result in withdrawal of the document, suspension of data collection, mandatory corrective action, internal review, restriction of document issuing authority, or other institutional action considered appropriate by EIMT and Euro American Education Group. Serious or repeated failures may be escalated to senior management.

23. Review of Policy

This Policy shall be reviewed at least annually and earlier where required due to changes in GDPR, Swiss FADP, regulator guidance, institutional structure, data processing operations, research governance requirements, or any incident involving research consent documentation.

24. Approved Public Statement

EIMT is committed to protecting the rights, dignity, privacy, and personal data of all research participants. Research consent documentation issued by EIMT must be transparent, lawful, study specific, and approved through the institution's research ethics, data protection, and quality assurance governance pathway. No research participant should be asked to sign an incomplete, generic, unclear, or legally unsupported consent document.

Appendix A: Minimum Approval Checklist

- Study title inserted and verified.
- Researcher and supervisor details inserted.
- Correct EIMT institutional identity used.
- Controller identified.
- DPO or privacy contact inserted where applicable.
- Data categories described.
- Special category data identified or marked not applicable.
- GDPR Article 6 lawful basis identified where GDPR applies.
- GDPR Article 9 condition identified where special category data is processed and GDPR applies.
- International transfers assessed.

- Retention period inserted.
- Withdrawal deadline inserted.
- Recording and quotation options tailored.
- Complaints and supervisory authority route included.
- No placeholders remain.
- No unresolved optional text remains.
- Research and Ethics Committee approval recorded.
- Data protection review recorded where required.
- IQA Cell (IQAC) approval recorded.
- Final version number and date inserted.

Appendix B: Document Control Statement for Consent Forms

The following statement should appear on every approved EIMT research consent form and participant information sheet:

"This document is a controlled EIMT research consent document. It has been issued only for the study identified in this document and must not be reused, amended, or circulated for any other study without fresh review and approval by the Research and Ethics Committee, data protection reviewer where applicable, and IQA Cell (IQAC)."

Appendix C: Legal Reference Note

This Policy refers to legal instruments for governance and compliance purposes. It does not constitute legal advice to participants, students, researchers, or third parties. Where a study raises complex legal, medical, cross border, special category, child protection, vulnerable participant, or regulator facing issues, EIMT may require independent legal or specialist review before approval.

ANNEX 1

RESEARCH PARTICIPANT INFORMATION AND CONSENT FORM TEMPLATE

For research reviewed by the EIMT Research and Ethics Committee

Public Template Use Notice: This template is published for transparency and governance purposes only. It must be completed for the specific study before it is issued. No blank fields, alternate options, or drafting notes may remain in the issued version. The final study-specific version must be reviewed and approved by the IQA Cell (IQAC), the Research and Ethics Committee, and the data protection reviewer where required before external circulation.

1. Study and Governance Details

Field	Study specific entry
Full title of study	[Insert complete approved title]
Researcher name, role, institution	[Insert name, role, programme, institution]
Supervisor or principal investigator	[Insert name, designation, institution, email]
Research approval reference number	[Insert REC or IQAC approval number]
Date of approval	[Insert date]
Version number and date of this form	Version [ ] dated [ ]
Target participant group	[Insert exact participant group]
Data controller	Euro American Education GmbH, Switzerland, unless the approved study specific data protection assessment states another controller or joint controller.
Institutional privacy or DPO contact	[Insert name, postal address, email, and telephone. Institutional IQAC contact: qa@euroamerican.edu.eu]
Research complaints contact	Research and Ethics Committee, EIMT, through the IQA Cell (IQAC), Euro American Education Group: qa@euroamerican.edu.eu, or any updated official address approved by the institution.
Competent supervisory authority	For EU or EEA data subjects or EU or EEA processing: the competent EU or EEA supervisory authority. For Switzerland: the Federal Data Protection and Information Commissioner, where applicable.

2. Legal and Institutional Basis for Review and Approval

The recommendation for ethical approval is an institutional research governance decision. It is not, by itself, a statutory licence to process personal data. The legal basis for processing personal data must be separately identified and documented in the study specific data protection assessment.

The Research and Ethics Committee recommendation is issued under the following institutional and legal framework, to the extent applicable to the study:

- Research Ethics Policy, Academic Regulations, Data Protection Policy, and IQA Cell (IQAC) procedures of EIMT / Euro American Education GmbH and Euro American Education Group, as approved and in force at the date of approval. The institutional IQAC contact is qa@euroamerican.edu.eu.
- Regulation (EU) 2016/679, the General Data Protection Regulation, including Articles 5, 6, 9, 12, 13, 15 to 22, 30, 32, 35, 44 to 49, and 89, where EU or EEA personal data processing is involved.
- Article 8 of the Charter of Fundamental Rights of the European Union, which recognises protection of personal data as a fundamental right within the European Union legal order.
- Swiss Federal Act on Data Protection and the Swiss Ordinance on Data Protection, where Swiss establishment, Swiss processing activity, Swiss data subjects, or effects in Switzerland are involved.
- European Commission adequacy framework under Article 45 GDPR where personal data is transferred from the EU or EEA to Switzerland, subject to continued adequacy and applicable institutional safeguards.
- Any national implementing law, supervisory authority guidance, or sector specific research requirements applicable in the country where participants are located or where data collection takes place.

3. Lawful Basis for Processing Personal Data Under GDPR

The lawful basis must be selected for the specific study. Only one or more of the following bases may be retained in the final issued version. Any basis not used must be deleted before external circulation.

Processing activity	GDPR lawful basis	When this may be used	Study specific entry
Collection of participant contact details and study responses	Article 6(1)(a), consent, or Article 6(1)(f), legitimate interests, depending on the approved assessment	Use consent where participation and data processing are genuinely voluntary. Use legitimate interests only after a	[Complete]

		documented balancing test.	
Processing necessary for academic research administration	Article 6(1)(f), legitimate interests, or Article 6(1)(e), public task, only if supported by applicable law	Public task must not be used unless a specific Union or Member State law basis applies to the controller.	[Complete]
Special category data, if any, including health, ethnic origin, political opinions, religious beliefs, biometric data, or similar data	Article 9(2)(a), explicit consent, or another Article 9 condition if legally available	Do not collect special category data unless necessary, proportionate, approved, and expressly explained.	[Complete or state Not Applicable]
Audio or video recording	Article 6(1)(a), consent, and Article 9(2)(a) if special category data may be revealed	Recording must be separately optional unless recording is essential and justified.	[Complete]
Archiving, anonymisation, pseudonymisation, and further research use	Article 6 basis above, read with Article 89 safeguards where applicable	Further use must be compatible, transparent, safeguarded, and separately explained.	[Complete]
International transfer from EU or EEA to Switzerland or another third country	Articles 44 to 49 GDPR, including Article 45 adequacy where available	Use adequacy where applicable. Use appropriate safeguards if no adequacy decision applies.	[Complete]

4. Participant Information

You are invited to take part in the study named above. Before you decide whether to participate, please read this form and the Participant Information Sheet carefully. You may ask questions before giving consent. You may keep a copy of this form.

Participation is voluntary. You may decline participation without penalty or adverse academic, professional, institutional, or service consequence.

5. Purpose of the Study

[Insert a plain language description of the research purpose, research questions, and why participants are being invited.]

6. What Participation Involves

[Insert whether participation includes interview, survey, focus group, observation, document review, online platform use, audio recording, video recording, or other activity.]

[Insert expected duration, number of sessions, location or online platform, and language of participation.]

[Insert whether any sensitive questions will be asked.]

7. Personal Data to be Collected

Category of data	Examples	Will this be collected?
Identity and contact data	Name, email, telephone, signature	[Yes/No]
Research response data	Survey answers, interview statements, focus group comments	[Yes/No]
Demographic data	Age range, role, education, professional background	[Yes/No]
Audio or video data	Voice, image, recording metadata	[Yes/No]
Special category data	Health, ethnicity, religious belief, political opinion, biometric data, or other Article 9 GDPR data	[Yes/No. If yes, justify and identify Article 9 condition.]
Online technical data	IP address, platform logs, device information, timestamps	[Yes/No]

8. Data Protection Principles and Safeguards

The study must be conducted in accordance with the principles in Article 5 GDPR, including lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity and confidentiality, and accountability. Equivalent Swiss FADP principles apply where Swiss law is applicable.

Only data necessary for the approved study will be collected. Access will be limited to authorised researchers, supervisors, auditors, or institutional officers who require access for approved research, audit, compliance, or safeguarding purposes. Data will be stored using appropriate technical and organisational measures under Article 32 GDPR and corresponding Swiss FADP obligations. Data will be anonymised or pseudonymised where appropriate and feasible. Any high risk processing must be considered for a Data Protection Impact Assessment under Article 35 GDPR before data collection begins.

9. International Data Transfers

Where personal data is transferred from the EU or EEA to Switzerland, the transfer may rely on the European Commission adequacy decision for Switzerland under Article 45 GDPR, provided the adequacy status remains applicable at the time of transfer and the transfer is covered by the approved data protection assessment. Transfers to any country without adequacy must not occur unless appropriate safeguards or a specific derogation under Articles 46 to 49 GDPR have been approved in writing before transfer.

Study specific transfer route: [Insert countries, systems, recipients, legal mechanism, and safeguards. If no international transfer will occur, state: No international transfer will occur.]

10. Retention and Disposal

Personal data will be retained only for the period necessary for the approved research purpose, institutional audit, legal compliance, and academic assessment, as stated below. The retention period must be completed before this form is issued.

Data type	Retention period	Disposal or anonymisation method
Signed consent form	[Insert period]	[Insert secure deletion or archive rule]
Raw interview or survey data	[Insert period]	[Insert method]
Audio or video recording	[Insert period]	[Insert method]
Anonymised research dataset	[Insert period or indefinite if justified]	[Insert safeguards]

11. Participant Rights

Subject to conditions and limitations under applicable law, participants may have rights under GDPR Articles 15 to 22, including access, rectification, erasure, restriction, portability, objection, and rights relating to automated decision making. Where processing is based on consent, consent may be withdrawn at any time without affecting the lawfulness of processing carried out before withdrawal. Equivalent or corresponding rights may apply under Swiss FADP.

Withdrawal deadline for research data: [Insert deadline or explain why data cannot be withdrawn after anonymisation or analysis.]

12. Risks, Benefits, and Support

Risks: [Insert foreseeable risks, including emotional, professional, privacy, confidentiality, digital, reputational, or legal risks, and how these will be reduced.]

Benefits: [Insert direct or indirect benefits. If there is no direct benefit, say so clearly.]

Support contact if participation causes distress or concern: [Insert contact details.]

13. Confidentiality and Publication

Research findings may be published in a thesis, dissertation, report, academic article, conference presentation, or institutional output. Participants will not be identified unless they expressly agree in writing and identification is approved as part of the study design. Quotations will be anonymised unless named attribution is specifically approved and separately consented to.

14. Compensation

[Insert whether compensation, reimbursement, or no payment applies. If compensation is offered, state amount, conditions, tax or administrative treatment if relevant, and whether withdrawal affects compensation.]

15. Complaints and Supervisory Authority

Research or institutional complaint: [Insert institutional complaint route].

Data protection complaint: You may contact the institutional privacy or DPO contact listed above. If EU or EEA data protection law applies, you may also lodge a complaint with the competent supervisory authority in the EU or EEA Member State connected with your residence, place of work, or alleged infringement. If Swiss law applies, you may contact the Swiss Federal Data Protection and Information Commissioner where applicable.

16. Consent Statements

Please tick or initial each statement that applies. If a statement is essential for participation and you do not agree, you may be unable to participate in the study. Optional statements must be clearly marked optional.

No.	Consent statement	Tick or initials
1	I confirm that I have read and understood the Participant Information Sheet and this Consent Form.	☐ Yes ☐ No ☐ N/A
2	I have had the opportunity to ask questions and have received satisfactory answers.	☐ Yes ☐ No ☐ N/A
3	I understand that participation is voluntary and that I may withdraw as explained in this form.	☐ Yes ☐ No ☐ N/A
4	I consent to participate in the study described in this form.	☐ Yes ☐ No ☐ N/A
5	I understand what personal data will be collected and the lawful basis stated for the study.	☐ Yes ☐ No ☐ N/A
6	I understand the confidentiality arrangements and publication arrangements.	☐ Yes ☐ No ☐ N/A

7	I understand the retention period and disposal or anonymisation arrangements.	☐ Yes ☐ No ☐ N/A
8	I consent to audio recording. Optional unless the approved study states recording is essential.	☐ Yes ☐ No ☐ N/A
9	I consent to video recording. Optional unless the approved study states recording is essential.	☐ Yes ☐ No ☐ N/A
10	I agree that anonymised quotations may be used in publications or presentations.	☐ Yes ☐ No ☐ N/A
11	I agree that anonymised or properly pseudonymised data may be used for future ethically approved research, subject to Article 89 GDPR safeguards where applicable. Optional.	☐ Yes ☐ No ☐ N/A
12	I agree to be contacted about follow up research related to this study. Optional.	☐ Yes ☐ No ☐ N/A
13	I consent to international transfer of my personal data as described in this form. Required only if applicable and supported by the approved transfer mechanism.	☐ Yes ☐ No ☐ N/A
14	I understand how to contact the researcher, the institutional privacy contact, and the relevant supervisory authority.	☐ Yes ☐ No ☐ N/A

17. Signatures

Role	Name and signature	Date
Participant	Name: _____ Signature: _____	_____
Researcher	Name: _____ Signature: _____	_____
Supervisor or authorised officer, where required	Name: _____ Signature: _____	_____

Annex A: Study-Specific Lawful Basis and Compliance Record

This annex must be completed before approval is issued and retained in the institutional record. It may be provided to a supervisory authority or regulator if requested.

Compliance question	Study specific answer
Who is the controller and, if applicable, who is the processor or joint controller?	[Complete before use]

Which Article 6 GDPR lawful basis applies to each processing activity?	[Complete before use]
Is any Article 9 special category data processed? If yes, which Article 9 condition applies?	[Complete before use]
Is the processing necessary, proportionate, and limited to the research purpose?	[Complete before use]
What Article 13 GDPR information has been given to participants?	[Complete before use]
Will data be transferred internationally? If yes, what GDPR Chapter V mechanism applies?	[Complete before use]
Will Switzerland receive EU or EEA personal data? If yes, confirm reliance on Article 45 adequacy or other approved safeguard.	[Complete before use]
Has a Data Protection Impact Assessment screening been completed under Article 35 GDPR?	[Complete before use]
What Article 89 safeguards apply for research, archiving, or statistical use?	[Complete before use]
Who approved this consent form and on what date?	[Complete before use]
IQA Cell (IQAC) review completed by and date:	[Complete before use]
Research and Ethics Committee approval completed by and date:	[Complete before use]

Annex B: Document Control and Approval Record

Version	Date	Prepared by	Reviewed by	Approved for use by
0.1	[Date]	[Name]	IQA Cell (IQAC): [Name]	REC: [Name]
1.0	[Date]	[Name]	DPO or Privacy Contact: [Name]	Authorised officer: [Name]

Prohibited Use Statement

This form must not be issued externally while it contains placeholders, unresolved options, inaccurate jurisdictional references, unsupported lawful bases, or unapproved transfer statements. The final issued version must be study specific, internally approved, and version controlled.

Legal Source Note for Institutional Users

This template has been structured around the GDPR, the EU Charter data protection principle, the Swiss FADP, the Swiss Ordinance on Data Protection, and the European Commission adequacy framework for Switzerland. It is a compliance template and must be checked against the facts of each study and the applicable national law before use.