**CONSENT FOR COLLECTION OF PERSONAL INFORMATION BY THE LA VERNE IRB**

Your name and contact information will be provided as a result of an application for research to be reviewed by the La Verne IRB**.** The data collected and the processing and retention of that data are for contacting you regarding compliance with the federal regulations governing human subjects research (45 CFR 46; European Economic Area residents: legal basis for General Data Protection Regulation (GDPR), Article 17).

By submitting (or authorizing such submission) of Personal Information (see definition below) to the University of La Verne for use by researchers, you consent to the collection, use, processing, and disclosure of that information as described in this Privacy Notice.

For the purpose of this Privacy Notice, Personal Information includes Personal Data and Sensitive Data, as discussed below.

**PROCEDURES**

Your first and last name, email address, institution affiliation, position at that institution, and human subjects training certificate is all the personal data you are asked to provide. If you elect to provide additional information (i.e., address, phone numbers, middle name, degree, specialty, suffix to last name, department of your institution, affiliation with University of La Verne), those data will be subject to the same treatment as the personal data we ask you to provide.

**Service Providers:** We use third parties who have entered into a contract with the University to support the administration of University operations and policies. In such cases, we share your Personal Information with such third parties subject to the imposition of appropriate safeguards to prevent further unauthorized disclosure.

Your information will be stored in IRBManager, CITI, and/or Microsoft Outlook (if contact is made with the La Verne IRB via email) for seven years. IRBManager will collect an IP address if you have logged into IRBManager. If you produced a human subjects training certificate using CITI, the CITI website collects cookies and your IP address.

**CONFIDENTIALITY**

Any information that is obtained by the La Verne IRB will remain confidential and will be disclosed only with your permission or as required by law. Only the researchers on your study will have access to your name, email address, position at your institution, and human subjects training certificate. Any additional personal data listed above is only accessible by individuals appointed to do so through the University. Data and consents will be stored for seven years in IRBManager to be compliant with the federal regulations governing human subjects research (45 CFR 46).

You can choose to provide additional data beyond the minimum needed to process and approve your application or not and any additional data will be subject to the provisions in this document.

**RIGHTS OF RESEARCH PARTICIPANTS**

You may withdraw your consent at any time, except as required to approve and keep record of your study under federal regulations 45 CFR 46. If you have questions regarding your rights as a researcher, contact the IRB Office at 909-448-4564 ([irb@laverne.edu)](mailto:irb@laverne.edu)), University of La Verne, Institutional Review Board, 1950 3rd Street, La Verne, CA 91750.

If you are a European Economic Area (EEA) resident, you may also contact the IRB Office for any questions/requests regarding personal data protections/security. You have the right to request access to, a copy of, rectification, restriction in the use of, or erasure of your information in accordance with all applicable laws. The erasure of your information shall be subject to the retention periods of federal and state law applicable to not-for-profit private institutions of higher education, as well as the University’s need to retain certain information pursuant to any other identified lawful basis. If the University’s use of your information is pursuant to your consent, you have the right to withdraw consent without affecting the lawfulness of the University's use of the information prior to receipt of your request. The IRB Office may be contacted for the exercising of these rights as appointed by the controller (University of La Verne).

Your Personal Information will be destroyed upon your request unless applicable law or University policy requires destruction after the expiration of an applicable retention period. The manner of destruction shall be appropriate to preserve and ensure the confidentiality of your information given the level of sensitivity, value and criticality to the University.

Information collected or created in the European Union will be transferred out of the European Union to the University. If you feel the University has not complied with applicable foreign laws regulating such information, you have the right to file a complaint with the appropriate supervisory authority in the European Union.

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| **SIGNATURE OF RESEARCH PARTICIPANT** |

I understand the procedures described above. I also give consent for the use of my Personal Information (including sensitive data) for the purposes outlined in this notice; for my Personal Information (including sensitive data) to be transferred overseas pursuant to the terms, conditions and limits specified at Section 43 of Legislative Decree n. 196/2003 as well as under the provisions of article 49 (1) (a) of the EU GDPR, and more specifically to the United States of America, even if this country were not considered a privacy safe harbor by the EU competent authorities due to the absence of appropriate safeguards; and for the use of my Sensitive Data for the purposes outlined in this notice.

My questions have been answered to my satisfaction, and I agree to participate in this service. I have been given a copy of this form.

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Printed Name of Participant

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Signature of Participant Date