**TC IRB Personal Information Protection Law of the People's Republic of China (PIPL)**

**Consent Notice Template**

**Instructions:**  
**This template should be used if you are collecting Personal Information or Sensitive Personal Information directly from persons in Mainland China (excluding minors under the age of 14) in accordance with Articles 28-32 of the PIPL.**

* **For this Consent Notice, "Personal Information" includes any personal information and sensitive personal information as defined in the PIPL.**
* **"Mainland China" refers to the continental landmass under the direct control of the People’s Republic of China (PRC) including the islands of Hainan Province and five major autonomous regions (i.e., Tibet, Inner Mongolia, Xinjiang, Ningxia, and Guangxi) but excluding the Hong Kong Special Administrative Region (SAR), Macao SAR, and Taiwan.**
* **It is important that the protocol and consent document(s) clearly delineate everyone who will handle the Personal Information/Sensitive Personal Information (PI/SPI), including their names, contact information for recipients, purpose, and method of processing the PI/SPI, type of PI/SPI (data elements), and how data subjects can exercise their rights.**
* **Delete all instructional text (in blue) before including this information as part of the main consent form. The below information should be distinct from the rest of the consent form language.**

**Note:** Under PIPL, all Personal Information is considered Sensitive Personal Information for research participants under 14 years of age, and all applicable security and handling requirements must be followed.

The following PIPL consent notice section should appear at the end of the main consent above the applicable signature block.

**Personal Information Protection Law (PIPL) Consent Notice**

**Privacy Policy:**  
[Teachers College’s Privacy Notice](https://www.tc.columbia.edu/policylibrary/policies/privacy-notice-8438834/) describes in detail how the College handles Personal Information. Information about you may be used or seen by other people beyond the research team during or after this study. Examples include:

* **College Officials, Government Officials, Study Funders, Auditors, and the Institutional Review Board:** These entities may need access to the study information to ensure the study is conducted safely and appropriately.
* ***(Include, if applicable, otherwise delete)*** **Collaborating Researchers:** Researchers at other institutions involved with this study may need access to your information.
* **Service Providers:** Teachers College works with third parties to provide services such as hosting, maintenance, and support. These third parties may access or handle your Personal Information as part of providing those services to us, but they are prohibited from using your Personal Information for their own purposes.
* ***(Add other organizations that may have access to participants’ records, such as federal agencies or sponsors, if applicable.)***

**Who Will Process Your PI:**  
The names of the researchers who will handle your Personal Information and their email addresses are: ***(Add the names and email addresses of the researchers, including all collaborating researchers).***

**Purpose:**  
Your Personal Information will be collected through ***(state how the data will be collected, such as an online form, survey, interview, recording, observation, etc.)*** for the purpose of research as previously described in this informed consent notice.

We will collect and use the following types of data for this research:

**(Delete any categories of information that you will not collect or create)**

* Contact Information
* Health information
* Your racial or ethnic origin
* Your political opinions
* Your religious or philosophical beliefs
* Your sexual orientation or beliefs
* Genetic data
* Information about your response to the research procedures

**(Insert the categories of any additional data that you will collect)**

**(Include, if applicable, otherwise delete)** We will enter data about you and your health into a computer and a computer program will help the research team decide if you meet requirements to be in this research.

**(Include, if applicable, otherwise delete)** The research protocol requires us to enter data about you and your health into a computer. A computer program will be used to assign you to one of the following specific research treatments: **(list research treatments)**. If you sign this consent form, you are consenting to the use of this automated process to determine the treatment you receive. **(Describe any other procedures that use an automated process to make decisions about the subject)**

Please initial one of the boxes below to indicate whether you consent to the use of the automated processes described above.

* I consent to the use of the automated process described above \_\_\_\_\_\_\_\_\_
* I do not consent to the use of the automated process described above \_\_\_\_\_\_\_

**Transfer:**  
Your Personal Information will be transferred and processed outside of Mainland China on Teachers College servers, other collaborating university servers, and/or with cloud storage services hosted by third parties.

**Security and Retention:**  
Your Personal Information will be ***(de-identified and) (retained indefinitely) (retained for X years and then disposed of in accordance with the record retention schedules discussed in TC’s policy).***  
***[*Note:** Under TC policy, research data must be kept for a minimum of 3 years after the study’s completion. However, other periods may apply. For detailed guidance on good research data security practices, please refer to TC’s IT security resources.***]***

Some of the information we are asking you to provide may be considered sensitive personal information as defined in [Article 28](https://personalinformationprotectionlaw.com/PIPL/article-28/) of the PIPL. Sensitive personal information includes data such as biometric characteristics, religious beliefs, specially designated status, medical health, financial accounts, or individual location tracking. Providing your Personal Information, including sensitive personal information, is completely voluntary.

**Under PIPL, all Personal Information is considered Sensitive Personal Information for research participants under 14 years of age, and all applicable security and handling requirements will be followed.**

The Personal Information we are asking you to provide is crucial for our research because it ensures our findings are accurate, valid, and useful. We will take appropriate steps to protect the Personal Information we collect and your privacy.

**Legal Basis for Collecting Your Personal Information:**  
The legal basis for collecting your Personal Information is consent, which you may withdraw at any time. However, withdrawing consent will not affect the handling of your Personal Information before the withdrawal.

**Consent Statement:**  
Please check the boxes below to indicate whether you consent to the use of your Personal Information as described above.

* **I consent to the handling (collection, use, retention, and sharing) of my Personal Information, including any sensitive personal information, for the purpose of research as set forth in this consent notice. I understand that I may withdraw my consent at any time and that doing so will not affect the handling of my Personal Information before my withdrawal of consent.**

☐ Yes ☐ No

* **I consent to the handling (collection, use, retention, and sharing) of my Personal Information, including any sensitive personal information, transferred outside of Mainland China on Teachers College servers, other collaborating university servers, and/or with cloud storage services hosted by third parties.**

☐ Yes ☐ No

Even if you respond “yes” to either of these statements, you may still choose not to answer the associated survey questions. However, if you respond “no” to either of these statements or withdraw your consent, you will not be able to participate in the research.

To withdraw your consent to providing your Personal Information, including sensitive personal information, please send an email to ***[PI Name]*** at ***[PI Email]*** indicating your wish to withdraw consent to your participation in ***[Research Project Name].***

**Rights Under PIPL:**  
If you live in Mainland China, you have certain rights under China’s Personal Information Protection Law (PIPL), including the right to:

* Access, correct, or withdraw your research data; however, the research team may need to keep research data as long as it is necessary to achieve the purpose of this research
* Restrict the types of activities the research team can do with your research data
* Object to using your research data for specific types of activities
* Withdraw your consent to use your research data for the purposes outlined in the consent form and in this document (Please understand that you may withdraw your consent to use new research data, but research data already collected will continue to be used as outlined in the consent document and in this Notice)

The Teachers College Information Technology (TCIT), on behalf of Teachers College, is responsible for the use of your research data for this research. You can contact the Teachers College Information Technology (TCIT) by phone at 212-678-3300 or by email at [privacy@tc.columbia.edu](mailto:privacy@tc.columbia.edu) if you have:

* Questions about this notice
* Complaints about the use of your research data
* If you want to make a request relating to the rights listed above.

***[Use the applicable signature block from the main consent template]***