

# Consent Form for the Collection and Use of Personal Information regarding the UNHCR Refugee Higher Education Program (RHEP)

This Consent Form explains how UNHCR and RHEP Alliance use the personal data collected from you and your rights relating to the use of your personal data.

## I. CONCERNING UNHCR

### 1 WHO WE ARE

The Office of the United Nations High Commissioner for Refugees (“UNHCR”) is a global organization dedicated to saving lives, protecting rights, and building a better future for refugees, forcibly displaced communities, and stateless people. Together with partners and communities, UNHCR works to ensure that everybody has the right to seek asylum and find safe refuge in another country. UNHCR also strives to secure lasting solutions.

### 2 LEGAL FRAMEWORK

UNHCR enjoys a special legal status in accordance with the *Convention on the Privileges and Immunities of the United Nations (1946)*. This convention grants UNHCR and other UN agencies the privileges and immunities necessary to perform their functions independently and without interference.

Accordingly, UNHCR has established a comprehensive framework for the collection, use, and sharing of personal data, ensuring the protection of the dignity and fundamental rights of data subjects. This framework consists of two key policies:

- the UNHCR General Policy on Data Protection and Privacy (2022), and
- the Policy on the Protection of Personal Data of Persons of Concern to UNHCR (2015).

### 3 WHY ARE WE PROCESSING THIS INFORMATION?

UNHCR processes your personal data in line with its mandate to provide international protection and support access to education for refugees and other persons of concern. In the context of the Refugee Higher Education Program (RHEP), UNHCR processes your personal data for the following purposes:

- **To review your application and assess your eligibility for RHEP** under UNHCR’s mandate and protection policies.
- **To verify and confirm information related to your refugee background**, including documentation relevant to your residency status.
- **To participate in the joint selection process** together with RHEP Alliance and the selection committee, and to provide advisory input on protection considerations during the process.

- **To communicate with RHEP Alliance and higher educational institutions** for the implementation of the program, in accordance with the Data Sharing Agreement and the tripartite MoU.
- **To respond to your inquiries** related to UNHCR's role in the program or your protection needs.
- **To use aggregated and anonymized information** to support program oversight, accountability and reporting within UNHCR's mandate.

#### **4 LEGITIMATE BASIS**

UNHCR processes your personal data on the basis of its mandate to provide international protection and seek durable solutions for refugees and other persons of concern.

#### **5 DATA SHARING**

UNHCR, RHEP Alliance, and each higher educational institution have signed a **tripartite Memorandum of Understanding** governing the implementation of RHEP. Under this MoU, the three parties jointly coordinate the selection, admission, and support of students.

Your personal data may therefore be shared among these three parties **strictly for the purpose of implementing RHEP**, in accordance with the MoU and the Data Sharing Agreement between UNHCR and RHEP Alliance. Each party is required to protect your personal data and may not disclose it to any other third party without authorization and, when appropriate, your consent.

#### **6 DATA TYPES AND RETENTION**

##### **6.1 What type of personal data do we need and how will we use it?**

For the purposes described in Section 3, RHEP Alliance shares the following categories of personal data with UNHCR so that UNHCR can carry out its mandate-related responsibilities under RHEP:

- Name
- Date of birth
- Country of origin
- Contact information (address, telephone number and email address)
- Family information of those residing in Japan
- Copy of your passport and residency card
- Academic background
- Information relating to your refugee background, including:
  - A copy of your Convention Refugee Certificate or similar document
  - A letter from a lawyer or NGO confirming your refugee background, when necessary
- Information necessary for UNHCR to assess eligibility, verify identity or status, participate in the selection process, or respond to your inquiries.

## **6.2 Retention**

Your personal data shall be retained by UNHCR only for as long as necessary in connection with the activities described above. UNHCR may retain your personal data for longer only for compatible purposes, such as archiving, statistical research, or when necessary to demonstrate UNHCR's accountability. Your personal data shall be treated with the utmost confidentiality. Access to your data shall be restricted to authorized personnel who need to process it to achieve the purposes described above. When your data are no longer necessary for these purposes, or when the underlying program agreements end, they will be securely deleted or anonymized, unless a longer retention period is required by law or necessary to demonstrate accountability.

## **7 SECURITY AND PROCESSING TOOLS**

To protect your personal data, UNHCR applies appropriate technical and organizational measures to ensure confidentiality, integrity, and availability. UNHCR and RHEP Alliance shall enter into agreements with partner universities, which include provisions regarding the proper handling of personal information. Access is strictly limited to authorized personnel.

The following tool is used in processing your personal data:

- **One Drive**, used by UNHCR for secure storage and transfer of your personal information.

Privacy Policy: <https://www.microsoft.com/en-us/privacy/privacystatement>

UNHCR also ensures that any entity accessing your personal data are required to apply safeguards and process it only for the purposes specified in this Consent Form.

## **8 DATA SUBJECT RIGHTS**

You have the right to access your personal data and relevant information concerning how UNHCR uses it. You have the right to correct or update your personal data. Under certain conditions, you have the right to ask that UNHCR deletes your personal data. You have the right to object to the use of your personal data, on grounds relating to your particular situation, at any time.

You can exercise your rights by contacting UNHCR through the channels provided below, and also by approaching UNHCR staff.

Please note that your personal data may be necessary for the coordination or delivery of UNHCR services. Therefore, if you decide to object to the use of your personal data by UNHCR, this may impact the services provided by UNHCR and its partners.

**Contact points for exercising your data protection rights:**

- **UNHCR RHEP program focal point:** [kasair@unhcr.org](mailto:kasair@unhcr.org)

## **9 NOTIFICATION OF CHANGES**

UNHCR may update this Consent Form from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons.

When we make changes to this Consent Form, we may notify you by:

- Posting the updated notice on our website,
- Sending a notification to all data subjects, or
- Including a notice in our regular communications, such as newsletters.

To RHEP students attending university at the time of update, UNHCR and RHEP Alliance shall send a notification.

We encourage you to review this privacy notice periodically to stay informed about how we are protecting your personal data.

## II. CONCERNING RHEP ALLIANCE

### 1 WHO WE ARE

**RHEP Alliance** is an organization established to manage, administer, and promote RHEP. The primary mission of RHEP Alliance is to facilitate the implementation of RHEP and provide comprehensive support and counseling to RHEP students, by coordinating with UNHCR Representation in Japan, higher educational institutions and other entities.

### 2 LEGAL FRAMEWORK

RHEP Alliance shall comply with all applicable Japanese laws and regulations regarding the protection of personal information, including the *Act on the Protection of Personal Information (Act No. 57 of May 30, 2003)* as a legal person established under the Japanese law.

To ensure the proper handling of personal information, RHEP Alliance has established policies regarding personal information, namely:

- the RHEP Alliance Regulations for the Management of Personal Information; and
- the RHEP Alliance Privacy Policy.

RHEP Alliance shall proceed your personal information in compliance with aforementioned laws and regulations.

The information you submitted to the RHEP Alliance shall be jointly used and/or shared with UNHCR, higher educational institutions and third parties under the rules of Japanese laws and regulations and the RHEP Alliance internal regulations.

### 3 RISK OF PUBLIC MEDIA EXPOSURE

RHEP Alliance shall be given permission to use your personal data (including photos and/or interviews) for the purposes of fundraising, advocacy and publicity including through media channels in connection with RHEP under the condition that **RHEP Alliance shall obtain the consent each time it intends to use your personal data.**

### 4 NON-DISCLOSURE TO THE AUTHORITIES OF THE COUNTRY OF ORIGIN

Under any circumstances, RHEP Alliance shall not disclose any information on your claim for asylum to the authorities of your country of origin.

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*I acknowledge that I have been informed of the above and I understand and accept the content of this Consent Form.*

Date:

Name:

Signature: