

Consent Register & Administration Sheet

Form Code: CK-CF-009 | Version: 1.0

Purpose

Use this register to record consent forms received, the type of consent, date, project/activity, storage location and withdrawal status. It is not a substitute for the actual signed consent form.

No.	Name/Code	Consent Form	Project/Activity	Date	Stored At	Withdrawn?	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Administration Notes

- Record the specific purpose for which consent was obtained.
- Keep signed/electronic consent records securely and restrict access to authorised personnel.
- Where consent is withdrawn, record the date and action taken, subject to lawful retention requirements.
- Do not collect more personal information than necessary for the stated purpose.

CHAD Kenya Contact & Data Protection Notice

For questions about this consent or the handling of personal information, contact CHAD Kenya through +254 113 814070 / +254 701 012 690 or www.chadkenya.com. Where consent is the lawful basis for processing, it may be withdrawn subject to applicable legal or contractual requirements.

Use this form together with CHAD Kenya's approved Data Protection and Privacy Policy, Safeguarding Policy and relevant programme procedures. Specialist legal, clinical, research-ethics or safeguarding review should be obtained where applicable.