

# Retrospective Data Processing Consent Letter

**To:** [Research Participant Name]

**Date:** [Date]

Dear [Participant Name],

We kindly request your consent to process data that was previously collected as part of [study/project name] conducted at [organization/institution name]. The purpose of this data processing is to [briefly describe purpose, e.g. "analyze trends in health outcomes among study participants"].

## Details of Data Processing

- **Type of Data:** [e.g., health records, survey responses]
- **Purpose:** [e.g., academic research and publication]
- **Data Protection:** All data will be handled confidentially and stored securely in accordance with applicable data protection regulations.
- **Data Access:** Access will be restricted to the research team mentioned in [protocol/reference].
- **Withdrawal:** Your consent is voluntary, and you may withdraw at any time without consequence.

## Consent

By signing below, you confirm that:

- You have reviewed the information provided in this document.
- You consent to the retrospective use and processing of your data as described above.
- You understand your rights regarding your data and how it will be used.

**Participant Signature:**

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**Date:** \_\_\_\_\_

## Important Notes

- Retrospective consent relates to data already collected in the past.
- Participants have the right to refuse or withdraw consent at any time.
- This document must be clear, transparent, and free of coercion.
- Always comply with applicable data protection laws and ethical requirements.
- Keep a copy of the signed letter for both the participant and the data controller.