

## Assistance to Most Affected Households post 2024 War

### Data Sharing Agreement

12/9/25

#### Preamble

0.1. In the frame of the conflict with Israel, the Ministry of Social Affairs (MoSA) has been appointed by the Government of Lebanon as the leading state entity to provide assistance to the most affected populations by the conflict. As part of this role, and under the Ministry's leadership, emergency assistance data delivered by various stakeholders, will be Solely shared and coordinated by MoSA.

0.2. The purpose of this Agreement under which personal data will be shared between **MoSA** and **Human Aid and Development HAND** is to establish the terms and conditions for a clear, secure, and lawful framework for the exchange of personal data between MoSA and **Human Aid and Development HAND**, enabling coordinated assistance delivery to vulnerable households. It ensures that both parties uphold data protection standards while facilitating effective targeting and follow-up. The Agreement also serves as a guiding document for other humanitarian partners under MoSA's leadership in this Project.

#### 1. Parties to the Agreement

This Agreement is entered into between:

The Ministry of Social Affairs (MoSA), Badaro, Lebanon, represented by Minister Mrs.

Haneen El Sayed ([sayedhaneen001@gmail.com](mailto:sayedhaneen001@gmail.com)) and;

**Human Aid and Development HAND**, Bechara El-Khoury Blvd, Banna Bldg (Bank Audi), Floor 2, Allied Legal Office, Ras El-Nabeh, Beirut - Lebanon

represented by its Executive Director, Saadettin Muvakit ([saad@hand.ngo](mailto:saad@hand.ngo))

#### 2. Description of the Intervention

HAND's project, funded by the Lebanon Humanitarian Fund (LHF) under CBPF-LEB-25-S-NGO-35902, Pillar I – Emergency Cash Assistance, targets conflict-affected populations in Bekaa and Baalbek-Hermel Governorates. The intervention provides cash assistance to 440 vulnerable Lebanese households, 220 in the Zahle district and 220 in the Baalbek district, under the Basic Assistance and Food Security sectors. Assistance will be delivered over three months at a rate of USD 20 per individual per month (capped at five individuals for Food Security) and USD 45 per household per month for Basic Assistance, in full alignment with MoSA's guidance and data protection standards. The received lists from MoSA will undergo



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verification through phone calls, limited to confirming logistical details (e.g., household phone number, address) to ensure accurate delivery and redemption.

### 3. Roles and Responsibilities

**MoSA**, as the data provider and owner, is responsible for:

- Ensuring that personal data shared with the Receiving Party has been lawfully collected and processed, including obtaining informed consent from data subjects where required.
- Maintaining the accuracy, relevance, and integrity of the shared data, and updating the registry based on any verified information received from implementing partners.
- Designating a focal point to coordinate with agencies, respond to data requests, and receive feedback, updates, or corrections on the shared data.
- Retaining the authority to approve or deny onward transfers and use of the data for purposes not originally agreed upon.
- Monitoring and reviewing data-sharing activities to ensure compliance with this Agreement, and initiating any corrective measures as needed.

**Human Aid and Development HAND** is the data recipient and is responsible for:

- Safely receiving, storing, and processing the personal data provided by MoSA, solely for the purposes outlined in this Agreement.
- Implementing adequate organizational and technical measures to protect the confidentiality, integrity, and availability of the shared data, including during transfer, access, and storage.
- Reporting back to MoSA on assistance outcomes based on the data received, including the number of households reached, total amount disbursed, and any verified updates to personal or vulnerability data collected during implementation.
- Notifying MoSA of any data breach within forty-eight (48) hours and cooperating fully in investigations and mitigation measures.
- Avoiding any onward sharing of the data without the prior written consent of MoSA and ensuring that any approved third parties comply with equivalent standards of protection.
- Deleting or anonymizing the shared data once the purpose of processing has been fulfilled and within the defined retention period, unless otherwise agreed in writing.

### 4. Description of Data Shared

4.1. The Ministry agrees to transfer **Human Aid and Development HAND** the data fields required hereunder pertaining to household-level information necessary for transferring assistance to selected HHs, limited to:

|                      |
|----------------------|
| Case Number          |
| HoH - First name Ar  |
| HoH - Father name ar |
| HoH - Family name Ar |
| HoH - First name en  |
| HoH - Father name en |
| HoH - Family name en |



|  |
|--|
| HoH - DOB  |
| HoH - Nationality  |
| HoH - Gender   |
| HoH – Mobile number  |
| Alternate - First name Ar  |
| Alternate - Father name ar   |
| Alternate - Family name Ar   |
| Alternate - First name en  |
| Alternate - Father name en   |
| Alternate - Family name en   |
| Alternate - DOB  |
| Alternate - Nationality  |
| Alternate – Gender   |
| Alternate - mobile number  |
| Family Size  |
| Address (gov, district,<br>village)  |
| Vulnerability indicators<br>(low-income,<br>female/elderly-headed,<br>PwSN/PwD, affected by<br>recent escalations) |

4.2. Any additional fields which might be needed by the Agency to process the payments will be subject to additional approval on behalf of MOSA, following the receipt of the proper justification by the Agency.

## 5. Means by which personal data is transferred

Unless otherwise agreed by the Parties, the personal data will be transferred using encrypted and secure corporate tools and in compliance with clause 8. No personal data shall be transferred via email. In accordance with circular # 3 issued by MoSA, the data will be shared in the following manner:

- MoSA asks the relevant Unit at the Presidency of the Council of Ministers (PCM) to share the requested data with the Agency





- PCM will create a folder, named after the Agency, within the folder of the "IDP Communication" created at the initiation of the IDP registration exercise on PCM's SharePoint. HAND's dedicated folder will have two sub-folders within, to which access is granted to The IM Gabriel Dukeindjean [gabriel.dukeindjean@hand.ngo](mailto:gabriel.dukeindjean@hand.ngo) and Project manager Nada Al Myr [nada.myr@hand.ngo](mailto:nada.myr@hand.ngo) Following deduplication with AMAN, each Agency will receive the respective caseload in the first subfolder (Distribution List Subfolder - Read access only) based on the geographic prioritization, adopted targeting methodology by MoSA and communicated number of HHs in the initial mapping form in milestone 1.
- PCM will then send a notification email to the relevant focal point in MoSA **Marie Ghiya** [marieghiya@gmail.com](mailto:marieghiya@gmail.com) that the data has been uploaded.
- MoSA will then send a notification email to the Agency's nominated focal point that the requested data has been shared over SharePoint.
- The Agency will send a confirmation email to MoSA focal point upon successful receipt of the data.

## 6. Legal Basis and Consent

A legal basis is the lawful ground or justification for collecting, using, and sharing personal data. MoSA confirms that the data collected and shared has an applicable legal basis, including but not limited to:

- Explicit informed consent from data subjects. To that end, data subjects are asked to provide their consent prior to the face-to-face interview. The following consent is obtained from data subjects:

Hello, my name is XXX, and I work with the Ministry of Social Affairs. We would like to collect some personal data about you and your family members with the aim of including you in the assistance program that we provide to displaced families. We are interested to clarify to you that sharing your data is voluntary. However, your failure to share the data may hinder your family's inclusion in the assistance programs that the MoSA may provide later. It is also important to make clear that all information that you share with us will be strictly confidential and will be kept securely, with the right to view it limited to only the program's organizers and the associated organization entrusted with providing assistance like the United Nations World Food Programme (WFP) and the United Nations International Children's Emergency Fund (UNICEF). Therefore, your personal information will not be disclosed or shared with any third party unless required by law or without obtaining your explicit consent.



- Public interest mandate of MoSA; which is public institution carrying out a task in the public interest.
- Emergency assistance authorization under Lebanese law.

## 7. Security and Confidentiality

7.1. **Human Aid and Development HAND** will ensure the confidentiality of all personal data transferred under this Agreement.

7.2. **Human Aid and Development HAND** will ensure the appropriate implementation of technical and organizational safeguards for the processing of the data (e.g., encrypted transfer, restricted access).

7.3. **Human Aid and Development HAND** will ensure staff handling the data are trained on confidentiality protocols only (i.e., those persons engaged by WFP who require knowledge of or access to that data to perform their duties).

7.4. **Human Aid and Development HAND** as soon as possible upon becoming aware of a data breach concerning the personal data transferred under this Agreement, will notify the Ministry and will use its best efforts to collaborate in taking mitigating measures, including, if possible and appropriate, jointly and/or in consultation with the other Party.

## 8. Onward Transfers

8.1. **Human Aid and Development HAND** may not share the data with any third party without contractual engagement. Such onward transfers will be limited to subcontractors directly engaged in implementation, and have agreed in writing to comply with standards no less stringent than those set in this Agreement, and only with MoSA's prior written approval.

8.2. Where personal data is transferred in accordance with 8.1, the data fields to be transferred to the third party will not exceed what is strictly necessary to achieve the purpose.

## 9. Reporting Back and Data Reciprocity

9.1. Reporting Obligation:

**Human Aid and Development HAND** agrees to report back to MoSA on the outcomes of assistance delivery using the shared data, by adhering to the following process:

- **Distribution Report:** On a monthly basis, the Agency shall return the full household list—updated to include both the additional fields related to reached or distribution status and any revised household records—by uploading it to the designated second subfolder "Distribution Report" (Read and Write Access) on PCM's SharePoint.
- A confirmation email shall be sent by the Agency to MoSA's focal point to notify that the data has been shared.
- MoSA will, in turn, acknowledge receipt of the data by sending a notification email to the Agency's designated focal point.





As part of its reporting obligation, **Human Aid and Development HAND** to providing:

- A caseload list of households reached through the assistance.
- Any relevant feedback or complaint trends received from beneficiaries related to assistance delivery are shared in aggregated form with MoSA to improve targeting and accountability during implementation.
- Updates to household-level data, where applicable.

The following minimum fields below must be included in the shared dataset to support MoSA's assurance and monitoring functions; noting that **MoSA will provide the template for this submission.**

|  |
|--|
| Assistance status (Assisted/ Not Assisted)     |
| Reasons for No Assistance                      |
| Amount loaded (in USD)                         |
| Date of loading                                |
| Redemption Status (HH redeemed / Not Redeemed) |
| Reason for No Redemption                       |
| Update in HH Data                              |
| Fields of Update                               |
| Details of Update                              |

## 9.2. Timeline

- ✓ Frequency: [on a Monthly basis, e.g., within 10 working days of concluding the assistance cycle of the **Human Aid and Development HAND**];
- ✓ The data report shall be shared with the designated MoSA focal point.

## 10. Retention and Disposal

Data will be retained only as long as necessary for the purpose of this Agreement or as required by law. Upon expiration, the data must be either securely deleted unless a written approval from MoSA is extended for a defined retention period for specific operational needs or legal

## 11. Rights of Data Subjects

Each Party agrees to enable individuals to:

- ✓ Request access to their data.
- ✓ Correct inaccuracies.
- ✓ Withdraw consent where applicable.

## 12. Breach Notification

Data breach means a breach of data security leading to the accidental or unlawful/illegitimate destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transferred, stored or otherwise processed.



If either Party becomes aware of a data breach, it shall promptly notify the other Party within 48 hours, collaborate in the investigation of the breach, and take all appropriate mitigation measures to address and contain the incident.

### 13. Duration and Termination

13.1. This Agreement shall become effective on the date the last of the Parties signs this Agreement and shall continue in force until the earlier of:

- ✓ The end of the activities set out in point 2 above or
- ✓ Until terminated in accordance with point 13.3 (the "End Date").

13.2. This Agreement may be modified at any time by mutual written consent of the Parties.

13.3. Each Party may terminate this Agreement by serving the other Party with thirty (30) days' notice in writing.

13.4. As of the End Date, each Party may retain and process the personal data received under this Agreement for the purposes set out in point "2. Description of the intervention" until the end of its applicable retention period. Each Party shall be responsible towards the data subject and its rights in accordance with its applicable data protection laws and regulations only.

### 14. Governing Principles

This Agreement shall be governed by internationally accepted data protection principles and Lebanese national laws, without prejudice to MoSA's sovereignty and WFP's privileges and immunities.

### 15. Signature Block

IN WITNESS WHEREOF, the undersigned, being duly authorized, have executed this Data Sharing Agreement.

26/09/2025

For the Ministry of Social Affairs (MoSA)

Name: Haneen El Sayed

Title: Minister of Social Affairs

Date:

Signature:

For Human Aid and Development (HAND)

Name: Saadettin Muvakit

Title: Executive director

Date:

Signature:

01. Sep. 25

حنين السيد  
Haneen Sayed  
وزير الشؤون الاجتماعية  
Minister of Social Affairs



HAND  
human aid & development  
جمعية المساعدات  
الإنسانية والتنمية  
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