

OCHA must fulfill its responsibilities towards data subjects. OCHA's data steward (the USG) should ensure information about data processing is available to data subjects, including on the procedures for making requests concerning the processing of their personal data. Such information should preferably be provided at the time of the collection of personal data or the transfer of such data outside the United Nations, including through individual or publicly available notices and through consent forms.<sup>15</sup> When designing for data responsibility, OCHA staff should include information on data subject rights in relevant documentation (such as SOPs). In line with the UN Secretariat Data Protection and Privacy Policy, OCHA's data steward will set up a centralized reporting mechanism to receive and disseminate requests by data subjects. OCHA's data steward is responsible for determining and taking actions on data subject requests. Additionally, OCHA's data steward is responsible for notifying data subjects of data breaches. This should be reflected in the SOPs for data incident management.

There are **seven actions** that should be prioritized by OCHA staff at the office level.



## CONDUCT A DATA RESPONSIBILITY DIAGNOSTIC FOR THE OFFICE

### Purpose:

The data responsibility diagnostic provides an overview of existing actions for data responsibility within an office. It can help identify gaps regarding data responsibility and helps offices prioritize the implementation of additional actions for data responsibility.

An annual data responsibility diagnostic at the office level is the means of verification for the adoption of actions for data responsibility to track progress on KPI D.1.2 in the OCHA results framework.

### Recommended Approach:

- ☐ The annual data responsibility diagnostic should be conducted jointly by the OCHA office and the Centre for Humanitarian Data, with an Information Management Officer (IMO) and/or Humanitarian Affairs Officer (HAO).
- ☐ The data responsibility diagnostic should be conducted using [OCHA Data Responsibility Diagnostic Template](#).

### Relevant Tool or Template:

[OCHA Data Responsibility Diagnostic Template](#)

<sup>15</sup> See section 13 in the UN Secretariat Data Protection and Privacy Policy for instructions on the provision of information to data subjects.