

All OCHA staff and supporting personnel (e.g., contractors, stand-by partners, and secondments) who are authorized to manage data and related resources across OCHA should follow the Guidelines. Although effective adoption of the Guidelines requires action from all OCHA staff, accountability for adherence to the Guidelines rests with senior managers at headquarters and office level. The table below summarizes key responsibilities of different roles, groups and units in supporting adoption of the Guidelines and the UN Secretariat Data Protection and Privacy Policy.

ACCOUNTABILITIES RELATED TO THE ADOPTION OF THE OCHA DATA RESPONSIBILITY GUIDELINES

| Group / Unit | Responsibilities |
|---|---|
| Under Secretary-General | <ul style="list-style-type: none"> Fulfills the role of data steward as outlined in the UN Secretariat Data Protection and Privacy Policy. |
| Chief of IMB and head of IM Function | <ul style="list-style-type: none"> Provides an annual report on adoption of the Data Responsibility Guidelines to the OCHA Data Steward. |
| Functional Leads, Directors and Branch Chiefs | <ul style="list-style-type: none"> Promote staff awareness of and familiarity with the Guidelines. Take corrective action and make related resources available for the management of data incidents. |
| Heads of Office and Section Chiefs | <ul style="list-style-type: none"> Promote awareness and consultation of the Guidelines in day-to-day data management. Ensure the availability of the required skills and resources for data responsibility. Promote data responsibility beyond OCHA when engaging with partners. |
| Unit Heads | <ul style="list-style-type: none"> Ensure appropriate application of the Guidelines in day-to-day data management work. Promote data responsibility beyond OCHA when engaging with partners in the data ecosystem. Support the HoO or Section Chief in the systematic reporting of any data incidents. Systematically report any data incidents via the appropriate channel for tracking and support. |
| OCHA Data Protection Focal Points | <ul style="list-style-type: none"> The responsibilities of the Data Protection Focal Point are outlined in sections 6 and 7 of the UN Secretariat Data Protection and Privacy Policy. |
| Humanitarian Affairs Officers and Information Management Officers | <ul style="list-style-type: none"> Implement the actions for data responsibility at the relevant level(s) and in the context of their respective areas of focus Report any data incidents via the appropriate channel. |
| Centre for Humanitarian Data | <ul style="list-style-type: none"> Advise on best approaches to implement the Guidelines across OCHA. Advocate for the use of the Guidelines. Advise on data incident management. Advise on priority areas for training and capacity development related to data responsibility. |