This involves sharing data privately with partners the data management activity or making it available publicly for open access. This entails the collection, receipt and or joint review with partners storage of data. as appropriate. Select a responsible approach to sharing based on the **TIPS** relevant ISP or other applicable guidance. This involves incorporating insights from Confirm the sensitivity level of data before Include data responsibility TIPS Use data sharing agreements and licenses. the data into internal or public information considerations in any evaluation collection or receipt. exercise conducted for the activity. products and websites. Use secure tools and channels. Provide metadata. Communicate the use of data with Store data responsibly. Take additional precautions when sharing Include context and data sources in TIPS stakeholders. sensitive data. published products. Take additional precautions for the Record any data incidents that management of personal data or Ensure appropriate approval before Log data sharing in the data management registry. occurred throughout the activity. non-personal data in a sensitive context. release and select an appropriate license. **OUTPUTS** Finalized data management activity Responsibly shared data. **OUTPUTS** The required data for the data Responsibly published information **OUTPUTS OUTPUTS** with documentation of any data Entry on data sharing in data management management activity. products. incidents. registry. COLLECTING, **SHARING PRESENTING EVALUATING RECEIVING** AND STORING RETAINING **ASSURING PLANNING ANALYZING** AND **QUALITY DESTROYING** This includes identifying and the various This entails data cleaning, and documenting This focuses on the extraction of information This entails keeping data available for future limitations and caveats in line with relevant components (e.g. data sources and flows, tools as required for the development of information use, or ensuring the removal of data in a way SOPs and standards. and capacities, etc.) required for the data products. that renders retrieval impossible. management activity, as well as assessing Clean data using methods and tools Assess the potential future value of data. TIPS Ensure clear documentation of methods used. TIPS impact and taking risk mitigation measures. **TIPS** appropriate to the activity and in-line Balance the risk and utility of data. Prevent exposure of sensitive data during with relevant criteria. Complete a data impact assessment for analysis or visualization. the activity. Select the right means for long-term storage. Document all limitations or caveats. Take extra precautions when using advanced Ensure the availability of required Regularly reassess the sensitivity level of the analytical methods, including artificial intelligence. infrastructure. Datasets ready for sharing and/or **OUTPUTS** data retained. analysis, including metadata. Develop Standard Operating Procedures. **OUTPUTS** • Charts, graphs or maps displaying information, Ensure effective destruction of data. accompanied by appropriate documentation. Take additional precautions for data management Securely retained datasets. **OUTPUTS** activities involving the management of sensitive data. Effectively destroyed datasets, with clear Take additional precautions for data management documentation of this step and the datasets activities involving the management of sensitive data. concerned. **OUTPUTS** • A completed data impact assessment.

This entails internal review of

OCHA CENTRE FOR HUMANITARIAN DATA