



DESIGN DATA MANAGEMENT ACTIVITIES FOR DATA RESPONSIBILITY

Purpose:

Including data responsibility considerations in the design, implementation, monitoring and evaluation of data management activities helps minimize risks and maximize benefits.

For OCHA, common data management activities include but are not limited to situational analysis, coordinated needs assessments, 3W/4W, communicating with affected populations, access monitoring, and response monitoring and evaluation (including through third parties). These activities typically consist of the following nine steps: planning, collecting, receiving and storing, assuring quality, sharing, analyzing, presenting, retaining and destroying, and evaluating.¹⁷

Policy Requirement:

- ☐ OCHA offices must adopt technical and organizational safeguards to promote data protection and privacy by design throughout the life cycle of data processing, in-line with section 10 of the UN Secretariat Data Protection and Privacy Policy.

Recommended Approach:

- ☐ Offices should incorporate data responsibility into data management by design when planning any data management activity. Designing for data responsibility includes, for example, the following steps and considerations:
 - Establish clear and replicable standard operating procedures for data management activities. The IASC Operational Guidance includes a [Standard Operating Procedure for a Data Management Activity](#). In addition, such SOPs should include information regarding applicable data subject rights where personal data is processed, and the channels for requests regarding these rights. The SOP should also include data retention and destruction timelines in line with applicable instructions from the data protection focal point.
 - When selecting tools for data management, foster complementarity, interoperability (where appropriate, including with governmental and other local systems), and harmonization (including on terminology, typologies and data structure).
 - Offer training to OCHA staff and partners on responsible data management, including on data security, the ISP and other guidance for the response, and on the SOPs for a given data management activity.
 - Support measures for the safe management of data (e.g., for data anonymization, provision of secure storage and data transfer solutions, etc.).
 - Adhere to relevant guidance and protocols on data responsibility and related processes and procedures, including ISPs. This includes ensuring all data that needs to be shared for defined purposes is made available through appropriate channels in a responsible manner, with the necessary safeguards for personal data and in compliance with applicable data protection frameworks.

Relevant Tool or Template:

[Template for Designing for Data Responsibility](#)

[Standard Operating Procedure for a Data Management Activity](#)

¹⁷ There are a variety of data cycles and processes used in documentation across OCHA's different functions. The Guidelines present this cycle set of steps to offer a frame for tips and outputs that support data responsibility within a given data management activity.