4. SHARING

This involves sharing data privately with partners or making it available publicly for open access.

TIPS

☐ Select a responsible approach to sharing based on the relevant ISP or other applicable guidance.

☐ Use data sharing agreements and licenses.

☐ Provide metadata.

☐ Take additional precautions when sharing sensitive data.

☐ Log data sharing in the data management registry.

OUTPUTS

☐ Responsibly shared data.

☐ Entry on data sharing in data management registry.

5. ANALYZING

This focuses on the extraction of information as required for the development of information products.

TIPS

☐ Ensure clear documentation of methods used.

☐ Prevent exposure of sensitive data during analysis or visualization.

☐ Take extra precautions when using advanced analytical methods, including artificial intelligence.

OUTPUTS

☐ Charts, graphs or maps displaying information, accompanied by appropriate documentation.

6. PRESENTING

This involves incorporating insights from the data into internal or public information products and websites.

TIPS

☐ Include context and data sources in published products.

☐ Ensure appropriate approval before release and select an appropriate license.

OUTPUTS

☐ Responsibly published information products.

7. RETAINING AND DESTROYING

This entails keeping data available for future use, or ensuring the removal of data in a way that renders retrieval impossible.

TIPS

☐ Assess the potential future value of data.

☐ Balance the risk and utility of data.

☐ Select the right means for long-term storage.

☐ Regularly reassess the sensitivity level of the data retained.

☐ Ensure effective destruction of data.

OUTPUTS

☐ Securely retained datasets.

☐ Effectively destroyed datasets, with clear documentation of this step and the datasets concerned.

☐ Comply with internal processes established by the Data Steward related to data retention.

8. EVALUATING

This entails internal review of the data management activity or joint review with partners as appropriate.

TIPS

☐ Include data responsibility considerations in any evaluation exercise conducted for the activity.

☐ Communicate the use of data with stakeholders.

☐ Record any data incidents that occurred throughout the activity.

OUTPUTS

☐ Finalized data management activity with documentation of any data incidents.