

DATA RESPONSIBILITY IN OCHA'S DATA MANAGEMENT CYCLE

The table below provides a summary of the tips and outputs for data responsibility along the steps of a data management cycle. Approved tools to support responsible data management across the steps of a data management cycle are listed on the [OCHA IMB SharePoint page on Technology Standards](#).

TIPS AND OUTPUTS FOR DATA RESPONSIBILITY ACROSS THE DATA MANAGEMENT CYCLE

STEPS IN THE DATA MANAGEMENT CYCLE

TIPS AND OUTPUTS FOR DATA RESPONSIBILITY

1. PLANNING

This includes identifying the various components (e.g. data sources and flows, tools and capacities) required for the data management activity, as well as assessing impact and taking risk mitigation measures.

TIPS

- ☐ Complete a data impact assessment for the activity.
- ☐ Ensure the availability of required infrastructure.
- ☐ Develop standard operating procedures.
- ☐ Take additional precautions for data management activities involving the management of sensitive data.
- ☐ Add the data management activity in the data management registry if available for the office.

OUTPUTS

- ☐ A completed data impact assessment.
- ☐ A data sharing agreement, standard operating procedure and/or Terms of Reference, including a Data Retention and Destruction Schedule.
- ☐ Updated data management registry.

2. COLLECTING, RECEIVING AND STORING

This entails the collection, receipt and storage of data.

TIPS

- ☐ Confirm the sensitivity level of data before collection or receipt.
- ☐ Use secure tools and channels.
- ☐ Store data responsibly.
- ☐ Take additional precautions for the management of personal data or non-personal data in a sensitive context.

OUTPUTS

- ☐ The required data for the data management activity.

3. ASSURING QUALITY

This entails data cleaning, and documenting limitations and caveats in line with relevant SOPs and standards.

TIPS

- ☐ Clean data using methods and tools appropriate to the activity and in-line with relevant criteria.
- ☐ Document all limitations or caveats.

OUTPUTS

- ☐ Datasets ready for sharing and/or analysis, including metadata.