

Considerations for Storing and Sharing Sensitive Information within the Community

This document compiles a list of questions that can be used to inform the development of an organization or community-wide data policy. Organizations or communities considering developing or implementing such policy should review available resources (many of which are included below) and research local data protection and privacy laws to ensure compliance.

- Data collection
 - What information or data do you need to collect and why?
 - What risks are involved with collecting this information or data (refer to the EFF threat modelling activity for further guidance on identifying assets and risks)?
 - What would happen if this data were leaked or compromised by an adversary?
 - Should data or metadata be redacted? For example, if sharing a screenshot, consider removing personal-identifying information such as name, phone number or email address.
 - How can you minimize risk in your data collection process?
- Storage and security
 - How will data be stored? What devices will the data be stored on? Will the data be encrypted?
 - Will there be varying processes or protocols for data with different levels of sensitivity?
 - What safeguards are in place to ensure physical and digital security of data?
 - Who will have access to sensitive data? How will these access controls be enforced?
 - How long will data be stored? When and how will it be destroyed, by whom?
 - Who will oversee the regular review of data?
- Information sharing
 - What information is important to share and what should be kept confidential?
 - What is the community with whom data will be shared?
 - What confidentiality agreements are in place among community members? Binding or non-binding?
 - What are secure communication channels to share the data?
 - What sort of permissions are needed in order to share data outside of the established community?

Additional Resources

- Responsible Data Handbook: <https://responsibledata.io/resources/handbook/>
- The Engine Room:

- Managing data:
<https://the-engine-room.github.io/responsible-data-handbook/chapters/chapter-02-managing-data.html>
- Sharing data:
<https://the-engine-room.github.io/responsible-data-handbook/chapters/chapter-02c-sharing-data.html>
- Devex:
 - “Are NGOs doing enough to share data?”
<https://www.devex.com/news/are-ngos-doing-enough-to-share-data-88455>
 - “Opinion: NGOs can do more to stop wasting data. Here's how.”
https://www.devex.com/news/opinion-ngos-can-do-more-to-stop-wasting-data-here-s-how-96163?utm_medium=image&utm_source=landing_page&utm_campaign=data_for_dev
- ICRC Data Protection Handbook:
https://shop.icrc.org/e-books/handbook-on-data-protection-in-humanitarian-action.html?_ga=2.61960047.218580765.1578942378-873245882.1566496789