**Checklist for “Making a data collection Plan”**

Things you can consider in each phase of the data collection.

1. **Design and Plan Phase:**
	* What data do you *really* need to collect and why?
	* Can you minimize the personal or sensitive data collected?
	* Do you have the systems and budget to protect the data?
	* Have you determined data governance/who is responsible/accountable for the data (short & long-term)?
	* Have you conducted a data privacy risk assessment?
	* Do you know the national laws on data privacy? Do you need to involve legal?
	* Do you have a data breach plan?
2. **Collect/ Access Phase**
	* Review: what personal or sensitive data do you *really* need to collect/access? Why? Does it answer your questions?
	* What is your lawful basis for data collection? Consent? Legitimate Interest?
	* If consent, can your systems ensure traceable consent and data subject rights?
	* Have you thought about whether you need consent for other potential future uses of this data or for data sharing?
	* If accessing others’ data, is there consent for data re-use and for your purposes?
3. **Transmit/ store Phase**
	* Do you have data security measures in place for transmission? (Encryption)
	* What laws mandate cross-border data transmission?
	* Can you assure the data will be secure once collected?
	* Is access to the data based on “need to know” basis?
	* Do you have secure password policy and practices?
	* Policies about where data is stored? (personal devices, flash drives, etc.)?
	* Are partners and staff aware of and following data security practices?
	* Does everyone know how to detect and report or manage a breach?
4. **Analyze/ Use Phase**
	* Do you have the budget, skills and time to analyze and use the data you are collecting? (If not, don’t!)
	* Have you double-checked consent to use it in the ways you plan to use it? (especially if it’s secondary raw data)
	* Do you have the capacity to clean it and ensure data integrity?
	* At what point can you anonymize or pseudonomize or de-identify it so that there is less risk?
	* If you are using it for decision making, especially if automated, have you reviewed for bias and appropriateness to the question(s) at hand?
5. **Share Phase**
	* Have you reviewed any data sharing partnerships for short- and long-term risk to individuals, groups, society?
	* Do you have solid legal agreements in place for data sharing, and do they protect individual/group data as well as CARE?
	* If sharing data visualizations or dashboards, are you sure that the underlying raw data is not somehow revealed?
	* Have you reviewed data visualizations for accuracy and bias before sharing them?
	* Do you have consent or other legal aspects in place for sharing?
6. **Maintain, Retain, Destroy Phase:**
	* Do you have a data retention plan for this data? Does it align with your consent process? Is someone responsible for it?
	* Can you aggregate or otherwise de-identify data for better security?
	* Can you manage data subject requests / can you trace your data?
	* Do you have clear data governance and accountability in place?
	* Do you know what data you are holding overall and where? (Data Inventory)
	* Are you able to manage data retention and destruction?