**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?