

# Responsible Data

This module is for anyone involved in collecting, using and sharing data. It aims to answer the question: **How can we protect and use data responsibly?** Along with:

- How might we assure that IFRC's data practices and policies 'do no harm'?
- How might we collect and hold data responsibly and ethically?



## RECIPE

A suggested step by step process to achieve learning

- 1 Begin with **Data Monologues [SessionPlan 4]** to surface experience amongst your participants.
- 2 Run the **Wheel of Data Misfortune [Exercise 4]** to deepen awareness of data protection issues.
- 3 Use **The Need to Develop a Data Protection Framework [SlideDeck 10]** to provide a case study and more information.
- 4 Use the **Data Simulation [SessionPlan 3]** to simulate data-workflows using the **Data Responsibility Scenario [Exercise 5]**.
- 5 End with participants filling out the **Data and Technology [Checklist 1]** to determine an efficient and legitimate data workflow in their own projects.
- 6 Distribute the **Data Responsibility Policy [Handout 4]** to give participants a template for creating a policy in their own organisation.



## INGREDIENTS

Pick and choose ingredients to create your own recipe. Do you have an ingredient we're missing? Send an email to [data.literacy@ifrc.org](mailto:data.literacy@ifrc.org).

### Exercises

Short, discrete social learning experiences



- **Wheel of Data Misfortune [Exercise 4]**. An interactive way for groups to share responsible data stories.
- **IDP Data Responsibility Scenario [Exercise 5]**. Poses a problem set around an International NGO in Ethiopia that supports internationally displaced persons.
- **PMER Data Simulation [Exercise 9]**. Uses an example emergency to guide conversations on risks and data protection



### Session Plans

Longer social learning experiences

- **Data Simulation [SessionPlan 3]**. To 'simulate' data workflows for various topics where data protection and responsibility will need to be applied.
- **Data Monologues [SessionPlan 4]**. Participants share a 'data project lesson' or 'data fail' to help talk about Responsible Data Use and Data Protection Guidelines.



### Checklists

Distilled information for use as standalone or parts of presentations.

- **Data and Technology Checklist [Checklist 1]**. A basic checklist on technology and data processing in software projects to develop an efficient and legitimate data workflow.

- **ODK and Data Protection [Checklist 2].** For mitigating risks when using the Open Data Kit.
- **Data Hygiene [Checklist 3].** Types of data to consider when assessing data protection needs



### SlideDecks

For documentation of essential elements of the learning experience

- **The Need to Develop a Data Protection Framework [SlideDeck 10].** Examines data management and protection during an outbreak.
- **Data Responsibility Roadmap [SlideDeck 16].** How 510 approached GDPR and efforts to address their data responsibilities.
- **Data Protection Conversation [SlideDeck 17]** Learnings from efforts to improve data protection measures at IFRC.



### Handouts

To be distributed to participants for use post-training

- **Responsible Data Guidance [Handout 2].** Covers key concepts and definitions. Also contains a dataset checklist and a data analysis checklist.
- **IFRC Data Protection FAQ's 2018 [Handout 3].** To aid IFRC staff plan and prioritise next steps for data protection.
- **Data Responsibility Policy [Handout 4].** A template for creating an organisational policy. Created by **510, an Initiative of the Netherlands Red Cross**
- **People Before Data [Handout 12].** A drawing about data metrics.
- **Polo Monitoring Simulation [Handout 13].** How will you safeguard data during a polio outbreak?



### Next Steps

Other relevant modules from the data playbook beta:

- **How do we build a data-friendly culture? [Module 2]**
- **How do we build data-driven projects? [Module 3]**

### Further readings and resources

- **510 Glossary.** Consider building a glossary of terms for your learners
- **Responsible Data Forum.** Hub for Responsible Data Practitioners
- **Handbook on Data Protection in Humanitarian Response.** Tool to raise awareness and assist humanitarian organizations in complying with personal data protection standards. **ICRC and Brussels Privacy Hub**