



## **Data Protection & Management Checklist**

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### **What training is planned for research staff and data collectors?**

- Will research staff sign a confidentiality agreement?
- Will research staff be trained on confidentiality principles and on handling potential breaches in confidentiality?

### **What referrals and local mandatory reporting mechanisms will be set up, if necessary?**

- What are the applicable mandatory reporting laws and how does the IRC country program(s) report incidents of violence if they are disclosed?
- Have the risks to clients/children of mandatory reporting been discussed?
- Is there a referral mechanisms to ensure safe referrals of individuals in need of additional support, especially if related to protection and experiences of violence?

### **How is access to data regulated?**

- Is access to research data limited to authorized staff, having signed a confidentiality agreement?
- Did the research staff receive training on, and have a certificate for, Human Subjects Research?

### **How will the data be shared / transported and stored?**

- Are paper files stored in a locked cabinet, in a safe area and kept away from water, fire, elements in general?
- Are electronic devices with research data password protected and / or kept locked in a safe location? (This includes laptops, external hard drives, USB/flash drives)
- Are computers, laptops or programs storing information routinely password protected?
- How will the data be stored? How will the data be shared? Will the data be encrypted and / or password-protected?

### **Do you routinely back-up data?**

- How often? Is it backed up to a safe location?
- Is there password protection and / or encryption for

### **Are there applicable data protection and data ownership laws in the country of operation?**

- If applicable, do these laws still allow the research team to adequately protect research data?

### **Is there a protocol for safe destruction of paper forms after 3 to 5 years?**

- Are staff aware of appropriate times and places to do this?
- If research is happening in an acute emergency situation, is there an emergency protocol in place for safe destruction/transfer of files in case of staff evacuation or imminent security threat?

