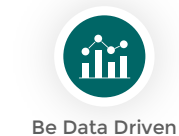


## Understanding Responsible Data Management

### Overview:

Practitioners need to ensure that development programs collect, use, and share data in a responsible manner—especially personally identifiable information. Organizations should employ best data practices and make sure that staff are accountable for any data that are collected and used throughout a development program.

### Relevant Principles:



- Define** who should own the data and have access to it throughout the project.
- Determine** which data-use regulations, such as the EU GDPR, need to be followed.
- Minimize** the collection of personally identifiable information.
- Consider** the consequences of exposing personal data to third parties.
- Obtain** informed consent from individuals before collecting any data.
- Use** existing and interoperable data where possible.
- Present** and share data in accessible formats that are easy to interpret and analyze.
- Maintain** holistic data collection and analysis practices.
- Involve** local partners in data collection and sharing processes.

### Using Data Responsibly:



#### Minimize Data Collection For The Project

Throughout the project, implementers should only collect data that is absolutely necessary. Data minimization restricts the amount of data collected to prevent extraneous information from being shared with actors who do not necessarily need it.



#### Anonymize Data

Sensitive data can go through a process known as *anonymization* or can be collected by other anonymous methods. It is crucial that such data maintains its anonymity. However, there are certain tools that can de-anonymize a data set and make it much more vulnerable. Strict data minimization practices can alleviate this risk as well.



#### Use End-to-end Encryption And Two-factor Authentication

Encryption and two-factor authentication are critical security measures that should be used by anyone collecting and handling sensitive or personal data, be it on a personal mobile device or public computer workstation.