

# Dataset Check-In Process (Draft)

## SUMMARY

IFRC aims to be the go-to source for local data. There are many divisions in the IFRC Secretariat that collect data. There is no current data portal or other means to track data for IFRC. To improve data workflows, expand localisation, avoid data duplication, be more responsible with data and expand data sharing, this is a draft form that may eventually become part of the IFRC Data portal or area.

The question of whether IFRC needs a data portal or an index of datasets is becoming a gap and an opportunity increasingly. The organisation needs to assess the need before proceeding. This dataset check-in process could include many stages based on the business. Currently, datasets are stored on backup drives, individual hard drives or within business units.

The Humanitarian Data Exchange process allows users to either share the data or provide a dataset description.

The goals of this data check-in process could be:

- improve transparency and sharing within the Secretariat
- Provide a data protection check/balance for audit purposes
- Decrease duplicate efforts

There are concerns about the process of sharing the datasets, especially when it comes to data protection guidelines. There is less risk in sharing the existence of a particular dataset. At the current state, we do not have a means to track if we are protecting data. There are no current organisational practices for a "Data Impact Assessment", which is firmly becoming a requirement from a legal point of view. (See the ICRC Handbook on Data Protection).

A basic checklist could be a master store (ideally online) of the data collected, where and by whom.

| ITEM/LOCATION                     | OWNER                                | DATE COLLECTED | DATE EXPIRED                       | DATA CONTROLLER                     |
|-----------------------------------|--------------------------------------|----------------|------------------------------------|-------------------------------------|
| Eg. Water pumps in schools/Kibera | eg.Kenyan RC, contact name, division |                | Eg. Collect data 1 every two years | Who to contact if data requested    |
|                                   |                                      |                |                                    | Who has authority to share the data |
|                                   |                                      |                |                                    |                                     |
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