# DATA PROTECTION CHECKLIST

The checklist below is a starting point to gauge if essential practices are in place in program(s).

| DATA PROTECTION MEASURES | IMPLEMENTED |
|---|---|
| **Are survivor records/files stored in a safe location?**<br>• Is access limited to authorized staff?<br>• Are offices with survivor/beneficiary information* stored in lockable file cabinets or on computers locked when unoccupied?<br>• Are electronic devices with survivor/beneficiary information locked in a safe location? (This includes laptops, external hard drives, USB/flash drives)<br>• Are computers, laptops or programs storing information routinely password protected? | |
| **Is there a Staff Data Protection Agreement implemented?**<br>• Is it signed by staff interacting with information and stored in HR files?<br>(REF: Template in Annex 3) | |
| **Have staff been trained on confidentiality, informed consent and the process for informed consent?**<br>• Is consent for information sharing documented? | |
| **Are staff informed about and comfortable discussing applicable local mandatory reporting mechanisms?**<br>• Do staff know applicable mandatory reporting and how it's applied in the WPE program (the process and outcomes)?<br>• Have the risks to survivors of mandatory reporting been discussed in the program? | |
| **Is there a protocol for safe destruction of paper forms (shredding, burning and wetting)?**<br>• Are staff aware of appropriate times and places to do this?<br>• Is there an emergency protocol in place for safe destruction/transfer of files in case of staff evacuation or imminent security threat? | |
| **Are electronic case management systems protected?**<br>• Do electronic case management systems have required user log-in or other graduated access (depending on role)? | |
| **Do you routinely back-up data?**<br>• How often? Is it backed up to a safe location? | |
| **Are survivors informed of their rights in terms of data collection, storage and sharing?**<br>- The right to request that her story, or any part of her story, not be documented on case forms.<br>- The right to refuse to answer any question they prefer not to.<br>- The right to tell the caseworker when she needs to take a break or slow down.<br>- The right to ask questions or ask for explanations at any time.<br>- The right to request that a different caseworker be assigned to her case.<br>- The right to refuse referrals, without affecting our willingness to continue working with her.<br>- The right to access their personal information and request deletion. | |
| **Are you aware of applicable data protection laws in the country of operation?**<br>• What are they? Has this been discussed in the program? | |

If after going through this checklist you determine that your data is not safe or that the data collection or sharing process doesn't follow minimum standards or may have negatively impact on survivors, contact your supervisor.