

STAFF DATA PROTECTION AGREEMENT

Data protection and data security is the responsibility of every staff member who works with survivors or has access to survivor information. Staff should be clear about why they are collecting data and should not collect or share any personal information other than in accordance with best practices and international standards.

Data on gender-based violence is particularly sensitive. It should only be collected, stored, or shared with the individual's explicit, written consent, adhering to the principles of 'need to know,' and according to protocols developed in country.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to information (please initial each point and sign below):

- I understand that my access to data, information, and records containing information about survivors/beneficiaries is limited to my need for the Information in the performance of my job duties.
- I will not disclose information about survivors/beneficiaries without their appropriate and informed consent. I understand and agree that my obligation to avoid such disclosure will continue even after I leave the employment of International Rescue Committee (IRC).
- I will be careful to protect Information against accidental or unauthorized access, disclosures, or destruction.
- I agree to follow the guidelines in the GBVIMS Data Security Protocol for all GBV data.
- I will not access the GBVIMS or Primero database(s) or other client files or records when I am at home or in a public, non-private setting.
- I will not share any GBV data (individual or aggregate) with anyone outside of IRC and not without the express written permission of the survivor/beneficiary and following the proper protocols at my office. Inter-agency data sharing must go through/be approved by a central focal point, for example, the WPE Coordinator.
- I know that survivors have a right to access their personal information therefore I will be accurate and measured in what I write about survivors and other members of IRC or other agencies.
- I will keep all paper files containing personal information locked in a secure location (lockable filing cabinet, safe) per the office protocol.
- I will not share my log-in information or passwords for the GBVIMS or Primero database.

Staff Signature _____

Date _____