# RESPONSIBLE DATA - TOOLKIT GUIDELINES

## Incorporating responsible data practices in your teams

##### APRIL 2021

# Overview

Mercy Corps works with the world's most vulnerable communities, often in fragile, complex, and insecure environments. Given that context, Mercy Corps is committed to the protection of personal data for program participants, team members, visitors and partners around the world.

The purpose of this toolkit is to share principles for the transparent, secure and responsible use of personal data across Mercy Corps, and provide materials that enable incorporation of those principles into our daily work.

# Contents

## Responsible Data Policy

The Responsible Data Policy outlines the principles Mercy Corps has agreed to follow as part of personal data management across the agency. The policy also outlines high level procedures for compliance, and key areas of ownership.

This toolkit includes a copy of the policy in English as well as Arabic, French, Russian and Spanish. You can also [review the policy](https://library.mercycorps.org/search?ln=en&p=responsible+data+program+team+policy&f=&action_search=Search&rm=&ln=en&sf=&so=d&rg=25&fti=0&fti=0) in the Digital Library.

## Definitions

There are special terms common to the area of responsible data, and are referenced in many of the materials in this toolkit. To aid in familiarity with the key terms, we created a set of standard definitions which you may find helpful.

This toolkit includes a copy of the definitions in English as well as Arabic, French, Russian and Spanish. You can also [see the definitions](https://library.mercycorps.org/search?ln=en&p=responsible+data+program+team+definitions&f=&action_search=Search&c=Agency+Overview+%26+Communication&c=Working+at+Mercy+Corps&c=Supporting+Operations&c=Program+Development+%26+Quality&c=Sectors+%26+Technical+Guidance&c=Program+Documents&sf=&so=d&rg=25&fti=0) in the Digital Library.

## File Sharing Best Practices

This document covers G Suite-specific file sharing suggestions, but also general best practices. For example, before sharing any file, you need to make sure you consider the content, audience, security level or time constraints. To ensure proper evaluation before sharing a file, File Sharing Best Practices answers these questions, and provides tips specific to the use of Gmail and Google My Drive.

At this time, the File Sharing Best Practices are only available in English. You can see them in this toolkit, and also [in the Digital Library](https://library.mercycorps.org/record/35971?ln=en).

## Privacy Impact Assessment (PIA)

Privacy Impact Assessments (PIA) assist organizations in identifying and managing data privacy risks associated with any new activity, such as a new program, technology, or policy. To ensure standardization of PIAs across the agency, we have created a PIA template, guidance document and an example PIA.

At this time, the PIA materials are only available in English. You can see them in this toolkit, and also [in the Digital Library](https://library.mercycorps.org/search?ln=en&p=responsible+data+program+team+privacy+impact+assessment&f=&action_search=Search&rm=&ln=en&sf=&so=d&rg=25&fti=0&fti=0).

## Training

The Responsible Data Fundamentals course introduces the concepts of:

* Understanding the value of data
* Defining data types
* Considerations for the data collection lifecycle
* Securely managing data
* Levels of data responsibility

This toolkit includes offline versions of the training — meaning it can be run from any computer — in English as well as Arabic, French, Russian and Spanish. To run the training, select the language/folder you prefer, and double-click the **story.html** file. The training will open in your preferred browser.

You can also take the training online; to access the course, log in to [Talent Development](https://learning.ultipro.com/) or [HCM](https://people.mercycorps.org/) first, then visit the [Responsible Data Fundamentals course](https://learning.ultipro.com/academies/tp/index.php?tpId=63854).

# Expectations

## Implementation

There are currently no requirements to use this toolkit, as a stand alone package, across the agency. The toolkits were devised for use in Responsible Data Policy implementation pilots in early 2021, and we will use feedback from those pilots to further advise on best practices for implementation.

In the meantime, all of the toolkit materials are readily accessible to Mercy Corps team members, and their use is encouraged! If you have any your team or country wants to consider implementing the materials as part of the larger this toolkit, please contact [dataprotection@mercycorps.org](mailto:dataprotection@mercycorps.org) so we can discuss your needs in more detail.

## Updates

We will keep this toolkit continually updated with new guidance, policy updates and related materials. In the next several months, we expect to include an update to the Responsible Data Policy, and a template for Data Sharing Agreements.

## Contact

If you have any questions about the materials in this toolkit, please write to [dataprotection@mercycorps.org](mailto:dataprotection@mercycorps.org) and a member of our team will get back to you quickly.

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ABOUT MERCY CORPS  
Mercy Corps is a leading global organization   
powered by the belief that a better world is   
possible. In disaster, in hardship, in more than   
40 countries around the world, we partner to put   
bold solutions into action — helping people triumph   
over adversity and build stronger communities   
from within. Now, and for the future.



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