

DATA PROTECTION SELF-EVALUATION USER GUIDE

I. Why/What/Who/When on this tool

→ **Why use this tool?** This tool is intended to **make you more aware of the importance of data protection in your programs and projects**. It also aims to mainstream data protection considerations through all your interventions.

→ **When should it be used?** The tool can be used by any Tdh delegation to **initiate a data protection assessment and risk analysis process**. It can also be used in any of the stages of project and programme design and/or implementation, but it works best if implemented in the planning phase of the data collection and analysis project, so to account for possible risk and threats and design the project accordingly.

→ **What are you expected to do?** **Complete this self-assessment tool to identify potential risks for beneficiaries, the organization and staff linked to data protection**. Don't hesitate to refer to the other deliverables (tutorials, templates of SOPs, proposition of set-ups etc) to help you on the mitigation measures you might want to set up.

Who should use it? This assessment considers every stage of the data life cycle (data collection, data transmission, data analysis, data storage, and publication of results), so it is recommended that the tool **is completed collaboratively by a team comprised of the head of the delegation/department/unit, thematic experts and other team members**, including Monitoring & Evaluation staff if available. It can also be used by any staff independently for any project he or she wants to launch, but in general the Program Managers, who are responsible for the data collection and analysis, should be in charge of administering this assessment tool.

💡 Read the “**Introduction to the Tdh Data Protection Starter Guide**” and especially the “**Understanding Threats, Harms and Risks**” document to make sure that you understand the key concepts involved before using the tool!

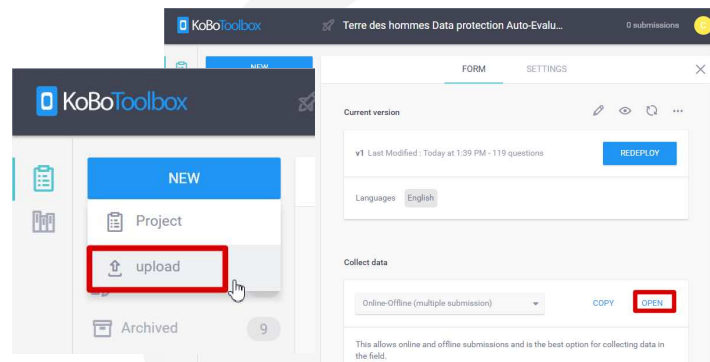
II. How to use this tool

The Auto-evaluation tool runs under KoboToolbox, a tool that most Tdh delegations are using today for digital data collection.

💡 If you need to set up an account for yourself, please refer to <http://tdh-mobile-data-collection.webnode.com/prepare-your-mdc/>.

Once you have an account:

1. import the “Data protection_Auto_Evaluation_Tool_Tdh” xls directly into your Kobo account
2. deploy the project
3. access the online version of the tool as explained below to have access to the tool and be able to export the list of mitigation measures to Excel directly once you are done.



If you just wish to have a look at the tool without using it concretely, here is a test version made available by HQ: <https://ee.humanitarianresponse.info/x/#YiBW> .

⚠️ If you use this test platform, note that you will not be able to download the results.

You can then use the tool by following the instructions and questions. There are three steps to the tool:

- ➔ **Step 1:** Answer all the questions to be able to identify the different **threats** that exist concerning your delegation and/or project
- ➔ **Step 2:** Based on the threats that the tool has helped you determine you will need to identify **risks** more specifically. To do this take the time to think about if and how each threat applies in your context (some may not apply!), then **fill in a more detailed and contextualized description for each of the threats, the harm it entails, the impact it could have and the likelihood of it happening**. This will help you evaluate the risks. Press the "+" button to add a new threat
- ➔ **Step 3 :** Describe each risk in your own terms (based on step 2), and **add as many mitigation measures** as you think are necessary (copy-paste the text of your risk as many times as necessary).

» What are those main threats and their potential harm to beneficiaries or your organisation and staff?

PLEASE DESCRIBE THE IDENTIFIED THREAT ADAPTED TO YOUR CONTEXT:
Description has to be less than 50 characters

WHO CAN POTENTIALLY BE HARMED?
If both, please capture the threat again.

Beneficiaries
 Organisation or staff

DESCRIBE THE HARM THAT THIS THREAT CAN CAUSE:

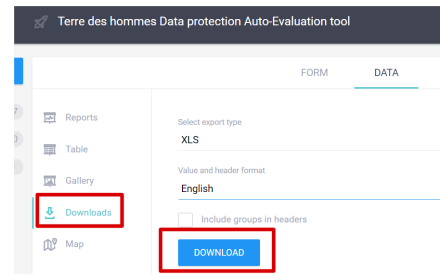
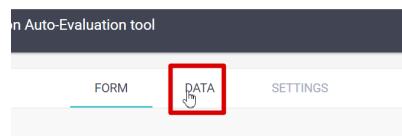
WHAT IS THE LIKELIHOOD OF THIS THREAT FOR THE BENEFICIARIES?
Choose only one.

Very unlikely
 Unlikely
 Moderately likely
 Likely
 Very likely

WHAT POTENTIAL IMPACT WILL IT HAVE FOR BENEFICIARIES, IF THEY ARE HARMED AS DESCRIBED ABOVE?
Choose only one.

Negligible
 Minor
 Moderate
 Severe
 Critical

Once you have finished using the tool, you can **access the results by downloading them as shown below**. You will have a specific tab listing the threats and another tab listing the mitigation measures that you can then use for your data protection action plan!



A	B	C	D
xloopMitigationMe	Describe the identified risk in your own terms based on the threat and harm captured in	What type of mitigation measure is needed ?	Describe the mitigation measure (who, what, when) :
2 1	Avoid using personal data and confidential data of respondents	longer term action point	Starting from preparation of survey and developing questionnaires, will avoid question-
3 1	Stolen data might be used by people who are into robbery activities. Data might be	Immediate action point	asking about personal data and confidential information of respondents. And also w
4 1	To mitigate the risk, we should well-prepare for data collection, entry, analysis plan and	Immediate action point	Gathered data should be secured against any possible risks. Strong data management
			Survey Coordinator and Country Representative, before encounter problem, at the

