

# PROFILING DATA COLLECTION AND SHARING PROTOCOL CENTRAL RAKHINE STATE

## 1. Purpose

The aim of this document is to:

- Provide a framework for data collection and sharing among organisations participating in the IDP profiling exercise in Central Rakhine State, its process and results;
- Identify data collection and sharing needs and information sensitivities;
- Guide data collection, storage and sharing, including aspects of data ownership, access levels and modalities for data sharing, both within the members of the Profiling Technical Working Group – TWG and external actors;
- Facilitate information exchange between profiling partners, humanitarian and development organisations and Government representatives, respectful to data sensitivity levels and protection concerns.

## 2. Background

The present protocol sets out the guiding principles and establishes modalities for collecting and sharing data gathered for the purpose of the IDP profiling exercise in Central Rakhine State, led by UNHCR as CCCM Cluster Coordinator and DRC as part of this Cluster (hereinafter named data-holders).

Organisations participating in the profiling, both at Sittwe as well as Yangon level, recognize that collecting, sharing and receiving profiling data will contribute towards achieving a better understanding of the population in the targeted IDP camps and host communities. Profiling data will also contribute to better coordination on inter-cluster/sector response, to support future programming and, ultimately, to achieve the aim of informing a comprehensive response and the search for solutions to the displacement situation. Finally, profiling data will provide partners with an operational dataset that will help to prepare better, coordinated responses and interventions. All participating organizations in the profiling exercise undertake to protect the information collected and shared in order to ensure the confidentiality of sensitive data as outlined under this protocol and its annexes. The data collection and sharing protocol will be based on protection principles.

## 3. Audience

Main stakeholders for data collection and sharing include:

- Profiling Technical Working Group (TWG) members
- CCCM Cluster member organisations (who are not TWG members)
- Humanitarian and development organisations/ Clusters
- Government officials and bodies

## 4. Basic principles for data collection and sharing

- a) Ensure the informed consent of IDP households sampled, prior to data collection. Protocols for ensuring informed consent will be developed with the Protection Working Group.<sup>1</sup>
- b) Ensure that no harm comes to IDP households as a result of collecting/processing their information.
- c) Collect anonymous data through the profiling exercise, in order to minimise protection concerns. Information related to the geo-location of the households will only be used for sampling purposes. Access to this data will be restricted to UNHCR and DRC, it will be stored securely and will be deleted after it has been used for sampling purposes.
- d) Develop and implement an extensive awareness raising campaign with input from CCCM partners, the TWG and other relevant stakeholders. This will be used to communicate the aims, objectives and operational plan of the profiling exercise with target communities.
- e) Ensure that data is only shared and disclosed to staff permitted to receive it, in line with the conduct of their official duties, according to the levels of sensitivity established through the TWG.
- f) Ensure that data shared is as accurate as possible and, where necessary, updated to ensure it fulfils the purpose(s) for which it is processed and shared.
- g) Include IDPs in the profiling exercise regardless of nationality, race, religion or political point of view.

## 5. Data risk analysis

Phase	Identified risks	Mitigation measures
Preparation for data collection	<ul style="list-style-type: none"> <li>- Questionnaire leaked to community before awareness raising</li> <li>- Tools are not adequately contextualised</li> </ul>	<ul style="list-style-type: none"> <li>- Questionnaire only shared with humanitarian partners before government approval</li> <li>- Extensive feedback process from humanitarian partners</li> </ul>
Data collection phase	<ul style="list-style-type: none"> <li>- Data collection teams not able to access field sites</li> <li>- Security risk to data collectors</li> <li>- Security risk to respondents</li> <li>- Bias in answers from community</li> <li>- Bias from enumerators</li> </ul>	<ul style="list-style-type: none"> <li>- Close coordination with and approval from Government in advance</li> <li>- Close coordination with security focal points and agreed security risk analysis immediately prior to and during data collection</li> <li>- Coordinate with security authorities on site</li> <li>- Strong community awareness raising</li> <li>- Comprehensive training of enumerators</li> <li>- Piloting the questionnaire, reviewing based on lessons learnt and re-piloting</li> <li>- Monitoring of enumeration teams</li> </ul>

<sup>1</sup> As per UNHCR's "Policy on the Protection of Personal Data of Persons of Concern", consent is defined as "Any freely given and informed indication of an agreement by the data subject to the processing of his/her personal data, which may be given either by a written or oral statement or by a clear affirmative action". Available in: <http://www.refworld.org/docid/55643c1d4.html>

Data processing and analysis phase	- Information shared before final analysis or beyond relevant stakeholders	- Development and strict adherence to data sharing protocols
Data sharing phase	- Information shared before final analysis or beyond relevant stakeholders	Development and strict adherence to data sharing protocols

## 6. Basic phases for data collection/sharing protocol

### 6.1 Data collection

- a) Information will be collected anonymously, and geo-localisation of the households will only be used for sampling purposes. For protection purposes, the location of the households will not be shared, and data collection partners will avoid disclosing information about the location of the households that could put them at risk. Prior to data collection, the profiling technical working group partners will develop a protection-sensitive data collection tool (questionnaire).
- b) Information will be collected through mobile data collection technologies. Data collection partners will ensure data protection procedures including the appropriate coding of the mobile devices, daily information upload from and cleaning of the different data collection devices and storing the information in a centralised and protected server.
- c) The Profiling Coordinator will oversee the daily data uploading process. The master database will be located and collated in one location, at UNHCR (as CCCM Cluster lead) in a safe, password protected, dedicated computer/server. DRC, as co-lead agency will have full rights to oversee the process of data collection and maintenance of the master profiling database, as well as full access to the final master database. Before being granted access to the data, organisations will have to nominate a focal point and sign a data sharing agreement (**Annex 1**).
- d) In addition to overseeing data collection, the Profiling Coordinator will be primarily responsible for the technical tasks, including training, maintenance of the profiling master database, ensuring quality checks in the entries and preparing various data follow-up reports.
- e) Organisations supporting data collection will ensure that data is protected at all times and kept safe and secure. This will include but is not limited to the installation of up to date anti-virus software to avoid corruption and loss of information. Periodic information backup should be done on regular basis and UNHCR will ensure the safety of backups.
- f) Organisations that do not adhere to the data sharing protocols will not have further access to the dataset. Individuals who do not adhere to the data sharing protocols will be reported to their organisation. If there is a data leak, the TWG will meet to discuss further actions with the potential involvement of government authorities and HCT members depending on the sensitivity of the leak and possible consequences.
- g) Training will be set up for enumerators/data collection staff. Training will highlight the importance of protection of sensitive data, and will be carried out in consultation with the protection sector. It shall comprise the content of this protocol (and, if relevant, other data



management and sharing documents), including how to handle sensitive information and possible consequences of non-compliance with the data collection and sharing protocol. Training will also include a basic module for enumerators on urgent protection situations they might face, including identifying the need for referrals, how and to who refer the household/individual to, etc.

## 6.2 Data processing

- h) Upon the analysis of data collected, a final report will be produced. Other products resulting from the exercise will be discussed and agreed upon within the TWG (e.g. factsheets, specific vulnerability analyses, etc.). Data-holders and all participating organisations in the profiling exercise will keep any draft or interim reports in password-protected files. File passwords will be shared among data-holders and other profiling participating agencies.
- i) The Profiling Coordinator will lead data processing (cleaning and analysis), in consultation with the TWG and JIPS. For data cleaning purposes, access to the raw dataset will only be granted to the data-holders (UNHCR and DRC), the Profiling Coordinator and JIPS Field Support and Information Management staff. The raw database will be password-protected.
- j) The collected data will be analysed by data-holders and TWG members, and preliminary findings will be jointly discussed with actors participating in the profiling. The TWG will define the activities for data analysis (workshop, open discussion, etc.).
- k) The profiling products (report, dataset, etc.) will be shared with organisations external to the profiling exercise, given that they adhere to the present data sharing protocol. Data sharing will take place according to the steps outlined in the following section.

## 6.3 Data sharing

- l) UNHCR's CCCM Cluster Coordinator (with Information Management Officer as alternate) and DRC's CCCM Coordinator (with CCCM Community Services Officer as alternate) will be the focal points in charge of sharing the profiling products and data, following requests from external actors. For the purposes of the present protocol, external actors are organizations that are not data-holders, nor TWG members.
- m) The data and report will be shared with the Government through the Rakhine State Government Coordination Centre.
- n) Data sharing will take place according to the sensitivities of the different profiling products such as:
  - Profiling dataset
  - Profiling report
  - Profiling factsheets
  - Other derived products
  - Aggregated and anonymous data available in the Dynamic Analysis and Reporting Tool (DART – [www.dart.jips.org](http://www.dart.jips.org)), allowing partners with limited available technical capacity to further explore the data. This data can either be publically available, or only in a protected environment.

o) Agencies participating in the TWG will have pre-approved access to the profiling information. External actors will access the information as per the present data sharing protocol and the following steps:

- Information requests by agencies not participating in the TWG will be submitted in writing to data holders' focal points.
- Data sharing requests will contain, as a minimum, information on type of data requested, agency or organisation name, purpose of the request and intended use of the requested data.
- Upon receipt of the written data request, data focal points will disseminate the request to members of the TWG by email. If any reservations are raised, the TWG and a representative of the Protection Working Group will meet to discuss further. Decisions by the TWG will be made by majority. Upon data-holders and TWG's clearance, the protection sector focal point in Sittwe will grant additional clearance before sharing the data. This protection sector focal point will be the PWG coordinator or chosen representative.
- Upon termination of the TWG (at the end of the profiling exercise), data-holders (UNHCR and DRC) will hold the joint responsibility to grant clearance for data sharing. This will be the responsibility of the CCCM Cluster Coordinator (with Information Management Officer as alternate) and DRC's CCCM Coordinator (with CCCM Community Services Officer as alternate).
- Data sharing process and final decision should not take more than three working days.
- Each data-sharing request is to be processed on a case per case basis; there are no exceptions and no assumed clearances in case of partner organizations.

p) Data will be shared with the following caveats:

- Data is based on field collection and direct testimony from persons of concern, which often cannot be reverified. The TWG will decide on which data needs to be cross-checked/ verified and the ways to carry out this process, for example by triangulating with other sources (Focus Group Discussions, Key Informant Interviews, secondary data, etc.);
- Profiling data is not meant to be used as an exclusive decision making tool in lieu of other assessments by humanitarian actors;
- Profiling data is a planning tool, which can be accessed on request by the wider humanitarian community.

q) Receiving agencies commit to not share data received from another agency with a third party without seeking and obtaining explicit consent of data-holders and TWG. In case the receiving agency is requested to further share the data, it will redirect them to the profiling data focal points, in order for the same procedure to be followed. In order to receive data, an agency is required to sign the data sharing agreement (**Annex 1**).

## 7. Additional provisions

The present data collection and sharing protocol is valid from the date of its signature by TWG members, and until completion of the profiling exercise. Data security/data sharing clauses are valid from starting date of the profiling, and will be reviewed and revised annually.

In case of breach of the present information sharing protocol by a participating organisation (either data-holder, TWG member or external actor, all data sharing with the respective organization will

cease, irrespective if the organisation in question is a data-holder or gathering data. The decision to cease sharing of data will be taken unanimously, upon TWG recommendation.

The Senior Management of organisations participating in the TWG hereby endorse the present data collection and sharing protocol, as follows:

<b>Organisation</b>	<b>Name</b>	<b>Position</b>	<b>Signature</b>
UNHCR / CCCM Cluster Coordination			
Danish Refugee Council – DRC			
The Lutheran World Federation – LWF			
Norwegian Refugee Council – NRC			
International Organisation for Migration – IOM			
Office for the Coordination of Humanitarian Affairs – OCHA			
International Rescue Committee – IRC			
Protection Working Group			
Plan International			

## ANNEXE 1: PROFILING DATA SHARING AGREEMENT

### CENTRAL RAKHINE STATE

The purpose of this data sharing agreement is to allow the sharing of profiling data in accordance with the terms and conditions outlined in *Profiling Data Collection and Sharing Protocol: Central Rakhine State*.

#### **Profiling data holders (UNHCR/DRC):**

1. Will provide the requested profiling data to \_\_\_\_\_ (*name of focal point*) from \_\_\_\_\_ (*name of organisation*)
2. \_\_\_\_\_ (*name of organization*) will not pass this profiling data to any third party.
3. \_\_\_\_\_ (*name of organization*) will take necessary and appropriate measures to ensure data protection and confidentiality is ensured on the basis of the “do no harm principle”
4. The focal point named above has primary responsibility for ensuring the above conditions are adhered to.

By signing this agreement, the under-signed parties confirm their understanding and acceptance of the above-mentioned clauses and declare that they will comply with the contents of this agreement.

**Signature:**

**Signature:**

Name:

Name:

Organisation:

Organisation:

Date:

Date: