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|  MAKING A DATA PLAN  |
| What is your purpose? What are you going to do with the data? | **What methods/tools will you use to collect the data?** |
| How will you get informed consent? | **SCENARIO** | **Who will you collaborate with?** |
| How will you train your team? How will you involve your service users / community?  | **What are the risks and how will you manage them?** |
| What measures will you take when you do the following with the data? |  |
| Transfer | **Access** | **Store** | **Share**  |
| How will you feed back to communities? | **How will you retain / archive / dispose of the data?** |

*Taken from Oxfam’s Responsible Data Management Toolkit* [*https://policy-practice.oxfam.org.uk/our-approach/toolkits-and-guidelines/responsible-data-management*](https://policy-practice.oxfam.org.uk/our-approach/toolkits-and-guidelines/responsible-data-management)