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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)