Country-level Data Compliance Checklist

Is the country subject to regional, national or local laws or regulations regarding data protection?

Yes

Answer the questions in the table below

No

Follow CRS' guidance on responsible data, and data privacy and protection including the latest updates to MEAL Policies and Procedures
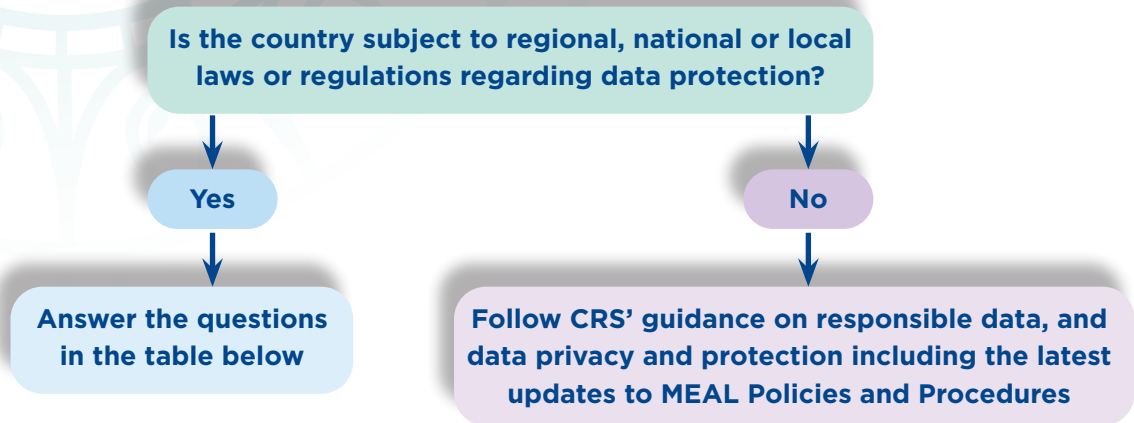
Key question	Answer	Action items and responsible person
Which agency has approval authority over the kind of data collection the project will do? (Note: multiple agencies may be able to authorize research, and it is important to know which one is relevant and most likely to work in a timely manner.)		
What is the process and timeline for submitting requests for approval? (Note: research approvals are often done on a monthly basis, which should be built into the project timeline)		
What guidance exists on obtaining informed consent from adults, and assent from minors and/or parental consent from minors?		
Who legally owns the data collected?		
What restrictions, if any, are there on data sharing, storage and reuse? (Note: Consent statements may have to specify plans for each of these steps for the project to use data as expected)		
What national reporting requirements are there on data collected in the country?		

During project start-up, teams should consult CRS' Records Management Policy, data retention schedule and donors' data retention requirements in order to plan for data retention, archiving or destruction after project closure. In the absence of clear requirements, teams should plan to retain de-identified data for seven years after project closure. In addition, teams should store a de-identified copy of project monitoring data when a project closes as an attachment to the project's record in Gateway.

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