

**DATA SECURITY AND MONITORING PLAN:
STEPS FOR PROTECTING THE SAFETY OF PARTICIPANTS
AND THE SECURITY OF DATA**

Local Development Centre
International Women's Human Rights Organisation
The International Donor Foundation

*[IN ENGLISH AND TRANSLATED INTO FIRST LANGUAGE OF DIRECTOR OF LDC]
(copies in both languages signed by all)*

A. PROJECT SUMMARY:

The Local Development Centre (LDC), in collaboration with International Women's Human Rights Organisation (IWHRO), and The International Donor Foundation (IDF), are conducting a survey of women who were victims of human rights violations or whose family members were victims of human rights violations. The general topics of the survey are (a) the status of the women's household, education, housing, land, and income before and since the human rights violations, (b) the types of assistance that women sought from government or non-governmental organizations, (c) the types of exploitation and social stigma they may have experienced as a consequence of the human rights violations, and (d) the positive and negative outcomes of specific choices they made with respect to their living situation.

These data will be compiled, analyzed, and presented to the National Commission on Human Rights, and the National Commission on Women's Rights, and the Minister for Women's Health. The findings from this survey will be presented to LDC women's empowerment groups to help them develop advocacy and action plans for changing local laws and practices as well as national laws related to women's access to justice, education, and health care. The findings will also be given to the Women's Media Collective for their series on Women's Health and Human Rights. The goal of presenting these data to these organizations is to advocate for changes in local and national policies and laws that discriminate against women in their ability to gain fair access to justice, to help LDC develop appropriate programs for women affected by human rights violations, and to raise awareness in the community about women and their families who have been affected by human rights violations.

The survey will also give the individual women who participate in the survey and their families the opportunity to learn more about the kinds of community assistance available through LDC. For example, women will have the option of joining the LDC women's empowerment groups, or they may seek assistance from LDC with processes related to access to justice with respect to land rights, health, education, or other aspects of family life that have been affected by the human rights violations.

B. WHAT IS THE PURPOSE OF THIS PLAN?:

This plan constitutes an agreement among the individuals associated with the project named in Section A to take every reasonable measure to minimize the potential that someone could be harmed as a result of this survey effort. The most protective measure that we can take is to (a) protect the identity of the women who participate, and (b) protect the confidentiality of sensitive information contained in the survey. This plan indicates how those of us who have access to private or sensitive information will prevent that information from becoming known to others.

The names and addresses of the families on LDC's member list must be protected. Women who have experienced human rights violations are an especially vulnerable group. It is important that the names and addresses of the women who are on the LDC member list and who are selected to participate in the survey are protected very carefully from becoming public.

The answers to the survey items given by specific women must be protected. Some of the questions on the survey contain sensitive information about topics that are considered socially unacceptable or dangerous to discuss. If it became publicly known that a particular woman gave particular answers, she could be at risk for physical, social or other kinds of harm.

C. WHAT INFORMATION IS COVERED UNDER THIS PLAN?

This plan covers all information related to the women's names, addresses, responses to the survey, and the overall findings from the data as a whole.

The data sources covered by this plan include the following:

1. LDC Member List: The names and addresses of women on the LDC member list in any form, be it handwritten, printed on paper, or in a computer file format such as Word or Excel.
2. Survey Data Collection Process: The actual interview itself and the completed survey form.
3. Data Entry and Storage: The data entry software and the database file on the computer containing the survey data.
4. Data Analysis: Any computer files or printouts containing data from the survey. This includes data files used for statistical analysis, spreadsheets used for generating charts and graphs, or word processing documents reporting the findings.
5. Findings and Results: Oral presentations and public presentations of the findings or data in any format, including powerpoint files for public presentations. Any other communication of the findings including internet websites, email communications, and any other media of communication.

Additional information can be covered by this plan with the permission of *[individual's name]*, the Director of LDC.

D. WHAT INDIVIDUALS HAVE ACCESS TO THE SURVEY INFORMATION?:

The following individuals may have access to some or all of the information covered by this plan, at the final discretion of *[individual's name]*, the Director of LDC:

Local Development Centre: *[individual's name]*, Director of LDC, the LDC research team identified by him, and any LDC staff or associates designated by him. The LDC individuals just mentioned will have access to the following protected data sources and information described in Section C above:

1. LDC Member List
2. Survey Data Collection Process
3. Data Entry and Storage
4. Data Analysis
5. Findings and Results

International Women's Human Rights Organisation: *[individual's name]*, Director of IWHRO, and *[individual's name]*, Statistical Advisor. The IWHRO individuals just mentioned will have access limited to the following protected data sources and information described in Section C above:

3. Data Entry and Storage
4. Data Analysis
5. Findings and Results

The International Donor Foundation: *[individual's name]*, Program Officer, and *[individual's name]*, Director. The IDF individuals just mentioned will have access limited to the following protected data sources and information described in Section C above:

5. Findings and Results

Additional individuals may be added to this plan with the permission of *[individual's name]*, Director of LDC.

E. SPECIFIC PROCEDURES FOR PROTECTING CONFIDENTIALITY OF WOMEN'S IDENTITIES

Each individual named in Section D agrees to keep strictly confidential all information obtained in the course of the survey interviews, contained in the completed survey document, entered into the database, output for data analysis, created to communicate survey findings, and all other information related to the LDC Survey project.

Data or materials that contain names of individuals or other identifying information will not be written on the survey forms nor entered into the survey database. Access to the LDC member list or any other information containing the names or other identifying

information about the women who belong to LDC or who participated in the survey will be limited to *[individual's name]*, Director of LDC and the LDC staff he designates.

F. SPECIFIC PROCEDURES FOR PROTECTING CONFIDENTIALITY OF SENSITIVE INFORMATION

Access to survey data and any other information related to the survey is limited to those individuals named in Section D of this document, and may not be discussed, shared, copied, or otherwise transmitted to any other individual, group, or organization without the express written consent of *[individual's name]*, Director of LDC.

Copies of the database files may be copied onto computers or other peripheral devices belonging only to LDC or IWHRO for use within *[country]* for purposes of data analysis only. Database files may not be carried or transmitted out of *[country]* without the explicit permission of *[individual's name]*, Director of LDC.

No other use of the data or survey materials is allowed without written consent of *[individual's name]*, Director of LDC.

No original, unique, or source materials or data may be removed from *[country]*. At the completion of the survey project, all original source materials and data files will be returned to LDC to hold in safekeeping for their own purposes, including storage of backup copies. All other copies of documents and data files in the possession of IDF or IWHRO or otherwise outside of LDC will be destroyed upon completion of the survey project.

No findings or other information about the survey results will be discussed or publicly released without the explicit approval of *[individual's name]*, Director of LDC. He may consult with an Advisory Board to receive input on decisions related to the survey, but the final decision about what to release publicly and what to remain confidential lies with *[individual's name]*, Director of LDC.

G. SPECIFIC PROCEDURES FOR MONITORING THE ONGOING SAFETY OF INDIVIDUALS

[individual's name], Director of LDC, will convene a group of Advisors to assist him in making decisions related to the survey. The main purpose of the Advisory Board is to have a small group of trusted individuals who can assist *[individual's name]*, Director of LDC, to ensure that the best interests of the women continue to be served by the survey effort.

LDC will make every reasonable effort to be aware of any negative experiences that happen to women participants or LDC staff as a result of the survey. If an individual is harmed in some way, *[individual's name]*, Director of LDC, will seek the advice of his Advisory Board to assist him in reviewing the situation to decide whether something about the survey must be modified (or discontinued) to prevent others from experiencing the same kind of negative outcome.

[individual's name], Director of LDC, may also consult his Advisory Board for advice about what aspects of the survey findings should be released publicly and which should be kept confidential.

signature
Director, Local Development Centre

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Director, International Women's Human Rights Organisation

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Director, The International Donor Foundation

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Statistical Advisor, International Women's Human Rights Organisation

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Program Officer, The International Donor Foundation