Tool: Proposal Development – Digital Data Checklist

User: Nonprofit applicants

If you are proposing a project that will make use of digital data you can use this checklist to identify the key questions that need consideration and articulation in your plan

**Collecting and cleaning**

1. What are the purposes for collecting the data?
2. What personal information is being collected (directly/indirectly)?
3. Is the data sensitive?
4. How is the information collected?
5. Who will be responsible for quality management of the data?

**Storing and Protecting**

1. Where will the information be stored and how long will it be retained?
2. Who will have access to information, under what controls?
3. Will information be shared externally – how, with whom, and why?
4. What controls are there on 3rd parties’ use, disclosure, and retention of information?

**Sharing and destroying the data**

1. What, if any, concrete harms could result from the transfer, publication, or secondary usage of information?
2. What are the threat models for malicious or unwanted access to the information?
3. What internal mechanisms exist to ensure that the information will be protected?

**Rights of those represented in the data**

1. How does the subject understand the collection and use of his or her information?
2. What and how is process communicated and how is consent obtained
3. What rights do individual subjects have regarding their data?
4. Do subjects have right to the result of what is produced with their information?
5. Could information be used to disadvantage the subject – and if so, how?

There are no “right” answers to these questions, but you should make sure that the answers available align with your organizations values and capabilities. The questions may serve as prompts for capacity building support from a foundation.

**Related Documents**

Funder Proposal Review Checklist (tool)

Data management templates (resources)

Data management planning tool (linkto: <https://dmptool.org/>)

Data policy – Rights Based (Policies)