

Minimum Core Assistance Delivery Dataset for Affected Populations

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Purpose and Principles:

Based on inter-agency discussion as part of the common cash statement inter-operability work stream, a proposed core dataset has been developed with an aim to support:

1. the effective delivery of cash transfers in interagency environments
2. data interoperability
3. harmonization of statistical output
4. the reduction of duplication of data collection
5. application of robust data protection principles

The proposed dataset is for the specific purpose of delivering assistance. It is built off of the [UNHCR/WFP Global Data Sharing Addendum](#). Data required for practices such as targeting and post-distribution monitoring are different and not covered by the below.

By partnering on data sharing, agencies endeavour to bring about greater efficiency and efficacy in assistance to those furthest behind, in line with global commitments and realization of the Sustainable Development Goals (SDGs). This document is grounded in the understanding that ensuring the well-being of all those served by the agencies is central, in particular that their protection, safety and dignity is safeguarded including through the protection and responsible use of data.

This document sets forth a minimum dataset to facilitate the provision of cash assistance in line with data protection principles including the collection and sharing of a minimum amount of data. This document does

not provide a governance framework nor does it constitute a data sharing agreement, both of which are needed in advance of data sharing between agencies.

The proposed data fields should be discussed and explicitly agreed at country level with necessary adaptation to the local operating context, and to ensure the principles of proportionality and purpose specificity in line with global data protection best practices.

Informed consent must have been given at data collection to allow this data to be shared. Data sharing should be governed by a data sharing agreement between the sending and the receiving party. Records of data sharing transactions should be retained in order to track individuals' records between organizations. The impact of sharing data should be assessed prior to sharing to manage risk of data breach, fraud or any other unintended consequence as a result of sharing.

The Agencies agree to comply with their own internal policies on data protection while recognizing and the following core principles on Data Protection:

- (i) **Legitimate and fair collection and processing:** Processing of Personal Data may only be carried out on a legitimate basis and in a fair and transparent manner.
- (ii) **Purpose specification:** Personal Data will be collected for one or more specific and legitimate purpose(s) and should not be processed in any way incompatible with this/those purpose(s).

(iii) **Necessity and proportionality:** The processing of Personal Data should be adequate, relevant and not excessive to the purpose(s) for which it is being processed.

(iv) **Respect for the Data Subject's rights:** Data Subjects have rights in relation to information, access, correction and, deletion of their

Personal Data and objection to its processing during all stages of such processing.

(v) **Security:** In order to ensure the confidentiality and integrity of Personal Data, appropriate technical and organizational data security measures need to be put in place.

MINIMUM DATA FOR HOUSEHOLD RECORD

The below fields are for a household record set. Fields with (*) are minimum requirements for Individual (not Household) records. Where a field is only required for individual level assistance and not household assistance, that is specified.

Field Label	Field Description & Guidance
Informed consent (include purpose)*	With whom and for what purposes the beneficiary agreed to share personal data and should include the concept of onward transfer for the purpose of assistance delivery.
Source Case/household ID*	ID from source organization (from which organization the data is being shared)
Original enrolment organisation Case/household ID *	For deduplication and verification purposes, shows entity that conducted the original enrolment of the household; this may or may not be the same identifier as the "source case/household ID". This should always be filled out.
Original enrolment organization name	Name of the original enrolment organization
Size of household	Number of people in HH
Case/household location/address*	Geographic fields should use IASC Common Operational Datasets where available; agreement at country level should be made about structure and format of address fields and what level of precision is required
Full name of head of household*	Format of name fields should be agreed at country level
Alternative assistance collector(s)*	Format of name fields and number of alternative assistance collectors should be agreed at country level
Individual ID number of head of household*	ID from source organization
Individual ID number of alternative assistance collector	ID from source organization

Individual ID number of person to receive assistance* (<i>only for individual assistance</i>)	ID from source organization
Relationship to head of household* (<i>only for individual assistance</i>)	
Sex of head of household (<i>sex of <u>individual</u> in case of individual assistance*</i>)	
Sex of alternative assistance collector*	
Date of birth of head of household (<i>date of birth of <u>individual</u> in case of individual assistance*</i>)	
Date of birth of alternative assistance collector*	
Disability indicator for Head of Household (<i>disability indicator for <u>individual</u> in case of individual assistance*</i>)	Indication if head of household is disabled (in order to facilitate necessary support for them to access assistance); format and content of disability indicator to be agreed upon at country level
Disability indicator for alternative assistance collector*	Indication if alternative assistance collector is disabled (in order to facilitate necessary support for them to access assistance); format and content of disability indicator to be agreed upon at country level
Sex and date of birth of each individual within the assisted household*	Date of birth or year of birth when date unavailable
Sex / Age cohort of the household members	Females age 0-4, Females ag 5-11, females age 12-17, females age 18-59, females > 60, total number of males, males age 0-4, males ag 5-11, males age 12-17, males age 18-59, males > 60, total number of males, total group size
Humanitarian profile category*	Indicates the IASC Common Operational Datasets Humanitarian Profile category for the beneficiary (i.e. Displaced [IDP, Refugee or Asylum Seeker, Others of Concern] or Non-displaced [Host, Non-Host]) https://www.alnap.org/help-library/iasc-guidelines-on-the-humanitarian-profile-common-operational-dataset
Government ID or other civil society ID type and number*	Acceptable forms of ID to be agreed at country level; type should be a descriptor of what the ID number is
INDIVIDUAL / HOUSEHOLD METADATA	
Date last updated	Date when record was last modified
Data collection methodology	Registration, community enrolment
Date Originally Registered	Date when original registration record was created
OPTIONAL FIELDS	
Biometric data of head of household and alternative assistance collector	

Photo images of head of household and alternative assistance collector	When another form of biometric data is not being provided
Other household IDs from other assistance agencies / organizations	Includes ID and ID description indicating source of ID.
Phone Number/Account number of head of household and/or alternative assistance collector	For use where required for CBI or other operational reason
Account Number Type	Description for type of account number above (i.e. Bank Card, Cash Card, Bank Account Number, Wallet, Mobile Money etc.)
Account Issue Date	Start date / activation date of above account number
Account Expiration Date	End date / deactivation date of above account number

Record Set Level Metadata Requirements

- Date record set created
- Date record set modified
- Description
- Unit of Measurement (Household or Individual)
- Operational purpose of data share
- Version number
- Context – explanation of data quality or any limitations of original data collection, etc.

Definitions

Household

Different organizations have different ways of defining a household. WFP often provides general food assistance to a household (defined as a group of people who routinely eat out of the same pot, live in the same compound or physical location, and share the same budget), a definition also used by IOM. UNHCR registers Persons of Concern in groups similar to the above definition of a household. Agencies should agree on the definition of a household appropriate to the context.

Source Organization

The organization from which data for assistance is being shared with another organization

Original Enrolling Organization

The organization in which the beneficiary record was first created.

Biometric Data

A personal biological (anatomical or physiological) which can be used to establish a person's identity by comparing it with stored reference data. These include, fingerprints, iris scan and facial images, where available

Consent

Any freely given and informed indication of an agreement by the data subject to the processing of his/her personal data, which may be given either by a written or oral statement or by a clear affirmative action.

Secure Format of Sharing

Organizations will, in accordance with their internal policies, implement comprehensive data security practices comprised of procedures to protect ICT (Information and Communications Technologies) assets and resources; provide robust information and records management; and control access to offices premises and facilities. Comprehensive data security practices should also include physical and electronic file management procedures, secure disposal of data, procedures for safe data transfers, minimum standards for portable electronic devices and password use, and privacy-by-design for new tools and systems. These measures must take into account the threat posed by malevolent external actors, insider threats, negligence, third-party relationships and natural and man-made hazards.

IT security of data transfer. Data should be transferred in machine-readable, encrypted, electronic formats such as Secure File Transfer Protocol (SFTP) or Secure Web Services, whenever possible. The specific modalities for data sharing will be decided at country level. Due consideration needs to be taken to identify the safest modality of data transfer, in line with the principles of confidentiality and data security stated above.

IT security of partners

- (i) Partners. Each Agency will, in accordance with its internal policies, oblige any partner to whom Personal Data is shared to establish and maintain appropriate technical and organizational measures against accidental or unlawful destruction, accidental loss, alteration or unauthorized disclosure to Personal Data in compliance with best industry standard or as agreed with the relevant Agency.
- (ii) Commercial service providers. When using commercial service providers, the type of information security features that may be appropriate will vary according to the service provided (communications, data storage/ cloud services, survey tools etc.), i.e.; ISO 27001 standards, cloud standards, bulk SMS standards, encryption standards, and financial services standards. In practice, each Agency will:
 - a) use approved corporate tools where available;
 - b) only procure the services of reputable service providers with industry standard information security features;
 - c) ensure that data protection, information security, and (if applicable) model contractual clauses are included in Requests for Proposals and assessments of potential service providers; and
 - d) verify the adequacy of the data security provisions takes before any Personal Data of is transferred.