

TOPIC
N°3TRAINING ENUMERATORS AS THE
FRONT-LINERS OF RESPONSIBLE
DATA PRACTICES

This is an overview of all the good practices and the ones to avoid related to the question of how to help enumerators master aspects related to responsible data management (that are feasible with the usual field constraints), such as informing on data processing aims, legal basis for data collection & consent, and anything related to better data quality.

 DO'S

- To have a proper training on the global context, to facilitate the data collection process and improve better data quality (rephrasing question if needed, based on the whole context)
- Training on methodological aspects such as bias control
- Training on how to approach the community and adapt the communication: e.g. in the context of beneficiaries affected by a mental health problem, to adapt the manner of speaking
- Training on data security, e.g.: not to divulge passwords, not to write them on post-it notes
- Training on data protection related to data collection, e.g.: code of conduct, policies, importance of consent, confidentiality
- Training on sensitive data, such as health-related data, and in this context, collecting consent even for satisfaction surveys
- Testing data collection tools and processes with enumerators, as an onboarding session about the tool, its specificities, and the data collection process itself

 DON'TS

- Using personal phones and tablets for project data collection
- Transferring forms links via Whatsapp or other social networks, or taking a photo of a form in order to complete it later
- Allowing enumerators to access data, modify it, after it has been submitted as this can often lead to errors. If a correction is necessary, it is essential to validate the changes and ensure traceability
- Train that, for responsible data management
- Allowing the use of mobile phones/tablets after working hours
- Rushing to start and deploy surveys
- Sharing passwords between enumerators



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DO'S

- Conducting daily (end-of-day) session with enumerators, to reflect on the challenges, the questions, the clarifications and the inputs on data they have collected
- Trainings can be provided by peers or through role-playing, combining the roles of enumerator and MEAL Officer focused on data quality



DON'TS