

TOPIC
N°9DATA DESTRUCTION,
THE FORGOTTEN STEP

Guiding questions: What can you do and what should you avoid to ensure that the destruction of your data at the end of the retention period is effective?



DO'S

Upstream:

- Drafting and disseminating procedures for data retention, archiving and destruction
- Indicate the retention period for data collected throughout the project
- Ensure that beneficiaries are informed of data retention periods in the data collection protocol
- Ask whether it is relevant and useful to store anonymous, aggregated data for future use
- Keep track of all sources and copies, including paper copies, so that they can be completely deleted
- Promote single-read access to avoid copying and uncontrolled dissemination of data

During destruction:

- Include all copies of data, including intermediate data and all other sources, in the deletion process
- Include an automatic destruction system with predefined deadlines (automatic data purging)
- When destroying external hard drives, call in a professional service; or use appropriate processes and tools to ensure complete erasure of data before re-using the devices
- Inform beneficiaries about the destruction of their data



DON'TS

- Keep non-anonymized data after the end of the data retention period
- Don't check if there are paper copies when deleting data
- Keep backup data after the retention period
- Share personal data with the community
- Share sensitive outcomes that run counter to the community's interests
- Share specific cases or personal data or other data in the community
- Multiply data storage sources