

# Data and Information management

## Roles & Responsibilities

Humanitarian data and information management is a joint responsibility between the members and the Secretariat. Members and Forums involved in a humanitarian response collect, analyse and distribute amongst all of the operational partners (including the Secretariat) relevant humanitarian data and information. The Secretariat then has the responsibility to analyse that data and information for global sharing and long-term record keeping.

## Guidance

ACT Alliance Communication Policy should be referenced and applied as related to all data and information management.

## Records

The ACT Alliance Secretariat humanitarian department has the responsibility for collecting, storing and distributing documentation of its humanitarian responses. Humanitarian operational data is to be maintained for a minimum of twenty-five (25) years following the conclusion of an appeal.

## Personal Identifiable Information (PII)

The ACT Alliance seeks to avoid the collection and management of PII. If PII is collected, it should be destroyed entirely as soon as it is used.

## References and Templates

[ACT Alliance Communities Data Safeguarding Policy](#)