

# Myanmar Humanitarian Response

## How to safely share data to help people most in need?

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### Why data confidentiality matters

Protecting sensitive data is crucial for effective humanitarian work. Sharing information helps us all to better coordinate and assist those most in need. However, some information can be risky if shared improperly. That is why we prioritize data confidentiality.

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### What kind of data is considered confidential?

Data submitted to clusters may be considered **confidential** or **highly confidential** if it meets the following criteria:

- Contains **personal identifiable information (PII)** – e.g., names, phone numbers, household-level data.
- Identifies vulnerable groups or individuals at risk.
- Indicates **partner presence or activities** in sensitive areas.
- Includes **raw survey data**, disaggregated needs data, or beneficiary lists.
- Reveals **precise locations** (admin level 4 or below) of assistance.

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### Confidentiality commitments by clusters

Clusters commit to the following:

- **No public disclosure** of sensitive partner information without consent.
- **Pseudonymization** of organization names and location data when needed.
- Use of **secure data transmission** tools.
- Data will be stored **securely**, with access limited only to those who need it for coordination.
- Cluster partners have the **right to access, correct, or request deletion** of data they have submitted.

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### How to safely share data?

To ensure confidentiality:

- Use **secure channels** for submission (encrypted email or password-protected files).
- Avoid sending identifiable information via regular email unless protected.
- **Clearly label** any data you consider confidential or restricted.
- If unsure, request guidance from your cluster information management officer (IMO) or coordinator.

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### Your rights as cluster partner

- **Right to information:** Know how your data is being used and with whom it is shared.
- **Right to products:** Access any information products created using your data.
- **Right to correct or delete** your data if inaccurate or no longer appropriate to be kept.

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### Reporting your concerns!

If you believe data has been mishandled or confidentiality breached, please contact your Cluster Coordinator or IMO immediately. Data incidents will be addressed confidentially and in line with established procedures.