

Get  
ready  
for data:  
**compact  
version**

The background is a solid teal color. It features three overlapping circles of different sizes and shades of teal. One circle is in the upper right, another is in the lower right, and a third is in the lower left. The circles are semi-transparent, allowing the background color to show through.

## Strategy



### Setting objectives

What does your project or policy intervention aim to achieve in your city for babies, toddlers and the people who care for them?

**TIP:** Refer to the Bernard van Leer Foundation [report](#) on how to use data dashboards to support urban development and early child development

a.

## Strategy



### Evaluating the role of data

How will data help you to achieve your aims? What decisions will it help you make?

**TIP:** See the ODI's guide to using data in [strategic government interventions](#), and [case studies](#) on data dashboards deployed to promote early child development in cities

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## Strategy



### Assessing functions and skills

Who is involved in collecting, managing and using data in your organisation? Do they have the right skills?

**TIP:** Assess data literacy in your organisation, and learning support that might be needed, with the ODI's [Data Skills Framework and eLearning modules](#)

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## Strategy



### Understanding your data ecosystem

Which external stakeholders do you need to engage to maximise data's impact in your project or policy intervention?

**TIP:** Understand your wider data ecosystem, and see how other organisations map data ecosystems for particular public services, with [the ODI's guide](#)

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## Strategy



Identifying organisational policies

Does your organisation have a data management policy or set of guidelines?

**TIP:** A [data management plan](#) could benefit your project or policy by setting a common approach to data collection, curation and use

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## Data



Selecting indicators

What data should you collect to help meet your project or policy goals?

**TIP:** Indicators can measure service quality, coverage or progress. BvLF has a [guide](#) on helpful indicators for assessing urban and early child development outcomes

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## Data



Planning for data collection

What methods for data collection would suit your project goals?  
What is the minimum amount of personal data required?

**TIP:** Think how frequently you need to collect and update the data, the time and cost of this, and whether any of it can be automated

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## Data



Listing data sources

Name and describe key data sources you need to collect, manage or use in your project or policy intervention.

**TIP:** These might include national surveys, administrative systems or case databases. If there are multiple sources of data from different organisations, it might be worth completing a data inventory

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## Data



Accessing and using data from third parties

Do you have appropriate permission from third-party organisations to access and use data that they hold?

**TIP:** Check whether you have the right to reuse data collected and maintained by another organisation, or if there are any restrictions, with the ODI's data [users' guide](#)

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## Data



Formatting your datasets

Are your data sources in standard, compatible formats?

**TIP:** Check whether any relevant open standards for data exist that you could use. [Standards](#) help make it easier for people and organisations to publish, access, share and use good-quality data

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## Data



Choosing the right format for presenting data

Which formats will you use to present the data you are collecting?  
Dashboards,  
infographics,  
maps, graphs or  
spreadsheets?

**TIP:** Consider effective formats for presenting your data types, your target users' needs, and end-goals. See [BvLF and the ODI's report](#) on designing data dashboards, or the ODI's [eLearning course on visualising data](#)

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## Data



Sharing data

Who would benefit from having access to the data you are collecting, in order to make decisions?

**TIP:** Consider how users will access data, and if restrictions should apply. Personal data might need safeguards, to manage risk of re-identification of individuals, access controls, or data-sharing agreements

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## Data



Publishing data

Are there any types of data you can publish openly, for others to access, use and share?

**TIP:** To be fully open, data needs an [open licence](#). There are many [tools](#) that can help you to publish data openly, such as CKAN, Octopub, OpenDataSoft and Socrata

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## Ethics



Understanding risk and compliance

What legislation or policies affect your rights and responsibilities when collecting, managing and using data?

**TIP:** Consider data protection legislation (GDPR), IP and database rights legislation, anti-discrimination laws, sector-specific data sharing policies (eg health, employment, taxation), or codes of ethics that might apply

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## Ethics



Managing sensitivities with personal data

Are there any sensitivities to be aware of when sharing data, especially if the data is about children?

**TIP:** Children need special protection when data about them is collected and processed, as they may be less aware of the risks involved. The ICO's [checklist](#) outline steps to take to minimise harm

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## Ethics



Communicating the purpose of the data

Do people – especially those the data is about or who are impacted by its use – understand what the data is being used for?

**TIP:** [Organisations should be open](#) about how they collect and use personal data. If your legal basis requires you to ask for consent, make the language and presentation clear (especially where children are involved)

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## Ethics



### Increasing positive impacts

How could you grow the positive impacts of data collection, management and use in this project?

**TIP:** Think about which people, demographics or organisations could benefit from your project or policy intervention. How are you collecting feedback and stories from them to improve your work with data?

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## Ethics



### Minimising harmful impacts

Who could be negatively affected by this project collecting and using data? Could it be used to target, profile or prejudice people?

**TIP:** Consider whether you need to conduct a [privacy impact assessment](#). The ODI's [Data Ethics Canvas](#) focuses on the foundation, intention and potential impact of projects and encourages ethical decision-making

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## Ethics



### Inviting feedback

How can people give feedback on how your project or policy collects, manages or uses data?

**TIP:** You might need multiple mechanisms for people to offer feedback, for example through both online channels and more deliberative forms of engagement

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## Ethics



### Promoting data for decision making

How are you encouraging people to use data to inform their decisions about a project or policy?

**TIP:** Consider the best way of sharing progress and issues from data collection – eg with a dashboard, progress report, visualisation, or case study – and other activities that might be needed, such as advocacy

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