

G. CALP PRINCIPLES AND OPERATIONAL STANDARDS FOR THE SECURE USE OF PERSONAL DATA IN CASH AND E-TRANSFER PROGRAMS

1 Respect Organisation should respect the privacy of beneficiaries and recognise that obtaining and processing their personal data represents a potential threat to that privacy.

2 Protect by design Organisation should “protect by design” the personal data they obtain from beneficiaries either for their own use or for use by third parties for each cash or e-transfer program they initiate or implement.

3 Understand data flows and risks Organisation should analyse, document and understand the flow of beneficiary data for each cash or e-transfer program they initiate or implement within their own organisation and between their organisation and others and develop risk mitigation strategies which might be required to address any risks arising from these flows.

4 Quality and accuracy Organisations should ensure the accuracy of the personal data they collect, store and use, including by keeping information up to date, relevant and not excessive in relation to the purpose for which it is processed, and by not keeping data for longer than is necessary.

5 Obtain consent or inform beneficiaries as to the use of their data At the point of data capture, beneficiaries should be informed as to the nature of the data being collected, with whom it will be shared, who is responsible for the secure use of their data and be provided with the opportunity to question the use made of the data and withdraw from the program should they not wish their personal data to be used for the purposes described.

6 Security Organisations should implement appropriate technical and operational security standards for each stage of the collection, use and transfer of beneficiary data to prevent unauthorised access, disclosure or loss and any external threats should be identified, and actions taken to mitigate any risks arising.

7 Disposal Organisations should not hold beneficiary data for longer than is required unless they have clear, justifiable and documented reasons for doing so otherwise data held by the organisation and any relevant third parties should be destroyed.

8 Accountability Organisations should establish a mechanism whereby a beneficiary can request information about what personal data an organisation holds about them, and mechanisms to receive and respond.