

Tips for Respectful and Ethical Data Collection



- Gather informed consent
 - » Explain why you are gathering information and what you are going to use it for
 - » Explain who will have access to the information
 - » Let them know how their privacy will be protected
 - » Explain that the tool is voluntary and if there is a question they don't want to answer, they can skip to the next one
 - » Ask if participants understand and agree to participate

- Remove barriers to participation
 - » Provide childcare
 - » Compensate people for their wisdom and time, when appropriate with cash or gift cards
 - » Provide food
 - » Translate surveys and other materials
 - » Offer assisted surveys in a verbal format

- Take a trauma-informed approach
 - » Understand that any question may be triggering for somebody
 - » Let people know that if they need to take a break at any point to let you know
 - » Look for signs of distress and stop and ask if somebody is okay
 - » Provide information about supportive resources or have somebody qualified on-hand to provide act as a support person

- Use the information and report back
 - » Only gather information that you know you are going to use
 - » Make good use of the information you gather
 - » Report back to participants on how you have used the information
 - » Check out our [Participant Feedback Report Template](#) for more ideas

