



Digital Health Data Checklist: Collect, Protect and Use Data Well

Good health decisions need good data. Use this checklist to plan how you collect, protect and use health data in a digital system.

Collect

- ☐ Write down the purpose of every data item and collect only what you need.
- ☐ Use standard forms and clear definitions so everyone records data the same way.
- ☐ Add validation rules (required fields, sensible ranges, no duplicates).
- ☐ Plan for offline data capture where the internet is unreliable.

Protect

- ☐ Get clear consent or permission where it is required.
- ☐ Give each person their own login and the minimum access they need.
- ☐ Use secure hosting, strong passwords and two-step verification.
- ☐ Back up regularly and test that you can restore.
- ☐ Remove personal details before sharing data for reports or research.

Use

- ☐ Check data quality regularly and correct errors quickly.
- ☐ Build simple dashboards that show the numbers decision makers need.
- ☐ Hold routine review meetings to act on what the data shows.
- ☐ Share summaries with partners while respecting privacy.

General guidance only. Follow national health data regulations and your organisation's policies.