Legal Compliance for Data Collection in M&E Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's data-driven world, Monitoring and Evaluation (M&E) professionals face increasing scrutiny on the legality, ethics, and integrity of data collection. Understanding legal compliance in data collection is no longer optional it is essential for safeguarding sensitive information, ensuring organizational accountability, and maintaining stakeholder trust. Legal Compliance for Data Collection in M&E Training Course equips participants with practical knowledge of data protection laws, ethical standards, regulatory frameworks, and risk mitigation strategies, enabling them to collect, store, and process data responsibly while avoiding legal pitfalls.

The course emphasizes hands-on learning, combining theoretical frameworks with real-world case studies to demonstrate how legal compliance intersects with everyday M&E operations. Participants will gain actionable skills to navigate complex regulatory landscapes, implement privacy-conscious data collection methods, and enhance the credibility and reliability of evaluation results. By the end of the course, participants will be empowered to uphold legal and ethical standards, drive informed decision-making, and promote accountability across programs.

Programme Curriculum

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Course Duration

5 days

Course Objectives

By the end of this course, participants will be able to:

1. Interpret national and international data protection regulations relevant to M&E.
2. Apply legal frameworks in designing compliant data collection processes.
3. Assess ethical risks associated with data collection and usage.
4. Implement informed consent procedures for participants.
5. Integrate privacy-by-design principles into M&E systems.
6. Navigate GDPR, HIPAA, and local data protection laws in practice.
7. Ensure data confidentiality, integrity, and secure storage.
8. Conduct legal audits of existing data collection workflows.
9. Handle sensitive and vulnerable populations responsibly.
10. Mitigate legal liabilities during field data collection.
11. Leverage technology for compliant digital data collection.
12. Develop policies and SOPs for lawful data management.
13. Evaluate case studies of legal compliance failures and best practices.

Target Audience

1. M&E Officers and Coordinators
2. Program Managers and Directors
3. Data Analysts and Researchers
4. Compliance and Risk Officers
5. Digital Data Collection Specialists
6. NGO and Nonprofit Staff
7. Government Monitoring Teams
8. Consultants in Development and Research Sectors

Course Modules

Module 1: Introduction to Legal Compliance in M&E

- Overview of legal and ethical frameworks in data collection
- Key regulatory authorities and compliance standards
- Data protection principles and their relevance to M&E
- Risk factors in non-compliant data practices
- Case Study: Data breach in a development program

Module 2: National and International Data Protection Laws

- GDPR, HIPAA, and other global standards
- Kenya Data Protection Act and regional regulations
- Legal obligations for M&E practitioners
- Compliance checklists for data collection
- Case Study: Non-compliance penalties in public health evaluations

Module 3: Ethics in Data Collection

- Ethical principles in monitoring and evaluation
- Balancing program goals with participant rights
- Protecting vulnerable populations
- Developing an ethics review process
- Case Study: Ethical dilemmas in household surveys

Module 4: Informed Consent and Confidentiality

- Components of valid informed consent
- Documenting and storing consent forms
- Anonymization and pseudonymization techniques
- Managing withdrawal of consent
- Case Study: Consent challenges in field research

Module 5: Privacy-by-Design in M&E Systems

- Designing data systems with compliance built-in
- Data minimization and purpose limitation principles
- Secure data storage and transmission
- Encryption and access control best practices
- Case Study: Implementing privacy-first digital tools

Module 6: Legal Risk Assessment and Mitigation

- Identifying legal risks in data collection
- Developing risk assessment frameworks
- Creating mitigation plans for common violations
- Reporting mechanisms and accountability
- Case Study: Risk management in donor-funded projects

Module 7: Digital Data Collection Compliance

- Mobile surveys, cloud storage, and remote data collection
- Legal considerations for digital platforms
- Cybersecurity standards for M&E data
- Integrating compliance checks in digital workflows
- Case Study: Data security in mobile health surveys

Module 8: Policies, SOPs, and Continuous Improvement

- Developing organizational data compliance policies
- Standard Operating Procedures for lawful data use

- Training staff on legal obligations
- Monitoring and evaluating compliance effectiveness
- Case Study: Policy reforms in international development programs

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com