***Information is Power* workshop 30 October 2013.**

**Please identify the data you are working with so we can structure the workshop to suit your needs**. Fill in 1 to 3 rows and return with your email as soon as possible.

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| 1**Subject of the data** eg staff, volunteers, clients, stakeholders, benefactors; policies, meeting records, performance reports, financial reports, organisation  | 2**Items contained in data**eg contact details, attendance/ leave/ pay, demographics, case notes, process data - service delivered; minutes; accounts; history, functions, services  | 3**How is it stored? Format?**eg in a filing cabinet, separate files, digital, spreadsheet, tailored database, people’s heads, website | 4**What do you use it for?**eg business management, performance monitoring, reporting to hierarchy/ others, watching trends, evaluation, keeping in touch/ communication, quality control  | 5**Access**open, restricted(Rate 1 to 10 where 1 is very restricted, few can see to 10 where public can see) | 6**Comment on the data quality. Explain whether it is good or bad** |
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