DATA ETHICS CHECKLIST

Use this checklist to improve technology procurement and data responsibility practices

It won't take long and... it will make a huge difference!

DATA RESPONSIBILITIES

KEY PEOPLE IDENTIFIED
The project identifies the unit leader, CTO, DPO, CDO; as well as Data Controller and Data Processor or any other relevant roles in your organisation and the contractual relationship to be established.

DATA ARCHITECTURE AND GOVERNANCE PLAN
The project has been incorporated into a Data Architecture and Governance plan, ensuring technical integration and harmonisation.

PROJECT SIGNED OFF BY THE CTO
The CTO (Chief Techology Officer) or a relevant profile signs off the project.

DATA PROTECTION

CONSENT
Data subjects will explicitly provide consent. The consent requirements and procedures, including those to ensure rights of people unable to provide consent, are defined or specified.

PURPOSE LIMITATION
The data comes from a different unit or project, both original consent and purpose have been documented.

PRIVACY-ENHANCING SOLUTIONS USED
The project foresees Privacy by Design and Privacy-Enhancing mechanisms such as minimization, anonymisation or encryption.

THIRD PARTY SHARING
If data will be shared with third parties (including for further processing, sharing in emergency situations and open data), mechanisms for anonymisation and data protection are planned.

MACHINE LEARNING INFORMED
If machine learning or algorithmic decision-making is planned, measures to inform data subjects, and opt-out and redress mechanisms are planned and specified.

IMPACT ASSESSMENT PLANNED
If sensitive personal data or mass data processing are involved, the project plans to develop a Data Protection Impact Assessment.

OPTIONAL ETHICS AND RESPONSIBILITY ASPECTS

OPEN STANDARDS
The solutions developed by the project are open and can be used by others.

VENDOR LOCK-IN MINIMIZED
The project minimizes the risks of vendor lock-in by incorporating open or interoperable standards.

CYBERSECURITY THRESHOLDS CONSIDERED
The project takes into account cybersecurity requirements, including audit planning.

PUBLIC RETURN MEASURES
The project has taken measures to ensure public return on investment.

BENEFIT-SHARING MECHANISMS BUILT
The project incorporates benefit-sharing mechanisms such as a return to the city/region/citizens or on vulnerable groups.

IN LINE WITH INTERNATIONAL BEST PRACTICES
The project is built according to best international standards.

PUBLIC BURDEN MINIMIZED
The project includes automatic mechanisms to ensure the minimization of the public burden in case of breach of contract by the contractor.

SOCIAL ECONOMY ACTORS INVOLVED
The procurement of the project facilitates the participation of SMEs and social economy actors.
The project includes social clauses to benefit vulnerable groups.

USE OF AGILE METHODOLOGY
The project will be developed following Agile methodology principles.

eticas foundation
eticasfoundation.org
@EticasFdn
info@eticasfoundation.org