

# 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!

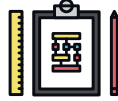


## DATA RESPONSIBILITIES



### 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 Technology 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.



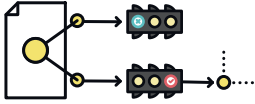
### PURPOSE LIMITATION

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.

