Data Ethics Process Checklist

Use this checklist to help design and implement a data ethics process in your organisation

Starting out

- ☐ Identify which senior leader and elected member(s) will champion data ethics
- ☐ Who is the champion at a working level who can drive through change?
- ☐ Identify how decisions will be made about committing resource to introducing data ethics into your organisation
- ☐ Review LOTI materials that discuss data ethics and think about how they might work in your organisation
- ☐ Take a look at data ethics frameworks and consider attending a training course
- ☐ Look for opportunities within existing governance structures in your organisation to start the discussion about data ethics
- ☐ Think about where your organisation is currently using data and how it might benefit from being reviewed through an ethical lens (perhaps as a pilot use case) and test out one of the ethical frameworks before making a decision

Purpose

- ☐ Ask why you need a Data Ethics Board and what benefits it will bring to your organisation
- ☐ Think about how a Data Ethics Board could fit with your existing governance structures
- ☐ Set out a clear purpose that is understandable by lay people to help with buy-in
- ☐ Look to see if your organisation already has similar groups that involve a mixture of internal and external members and draw on that experience to develop a proposal for a Data Ethics Board

Structure

- ☐ Review the membership of the Brent Data Ethics Board and map it against your own organisation and network contacts to see if it is a good fit
- ☐ Consider drafting role descriptions to help potential members understand what is required
- ☐ Consider who might fill each of the roles on your Data Ethics Board

- [ ] Identify any gaps and seek guidance from your network of contacts on how to fill the gaps
- [ ] Review the Essex Data Ethics Board [Terms of Reference](#) and adapt to your local circumstances

Taking a Project through the newly established data ethics board:

Preparation

- [ ] Choose the ethical framework for your organisation (see steps above)
- [ ] Identify a suitable use case for piloting the use of your data ethics framework
- [ ] Arrange for those involved in your use case (the project team or similar) to be trained in how to use the data ethics framework
- [ ] Test the use case using the new knowledge and understanding of the data ethics framework
- [ ] Review the outputs of the assessment and create an action list with owners and timescales
- [ ] Prepare to present to your Data Ethics Board in line with the requirements set down in the Terms of Reference
- [ ] Think about existing engagement methods that can be used to share your new approach to assessing data ethics so that staff are aware and integrate it into their own work

Present and review

- [ ] Engage with secretariat for your Data Ethics Board to get a slot on the agenda
- [ ] Take the outputs from the ethics assessment and turn it into a presentation for the Board (following any guidelines they may provide)
- [ ] Seek peer review on the presentation prior to the meeting
- [ ] Be clear what you want to get out of the meeting
- [ ] Take notes during the meeting to capture main actions even though they will appear on the minutes at a later date
- [ ] Arrange a project meeting to discuss outcomes from the Board and how they will be acted upon going forward
- [ ] Keep data ethics under review and be prepared to go through the process with the Board again in the future if there are changes