

REMOTE

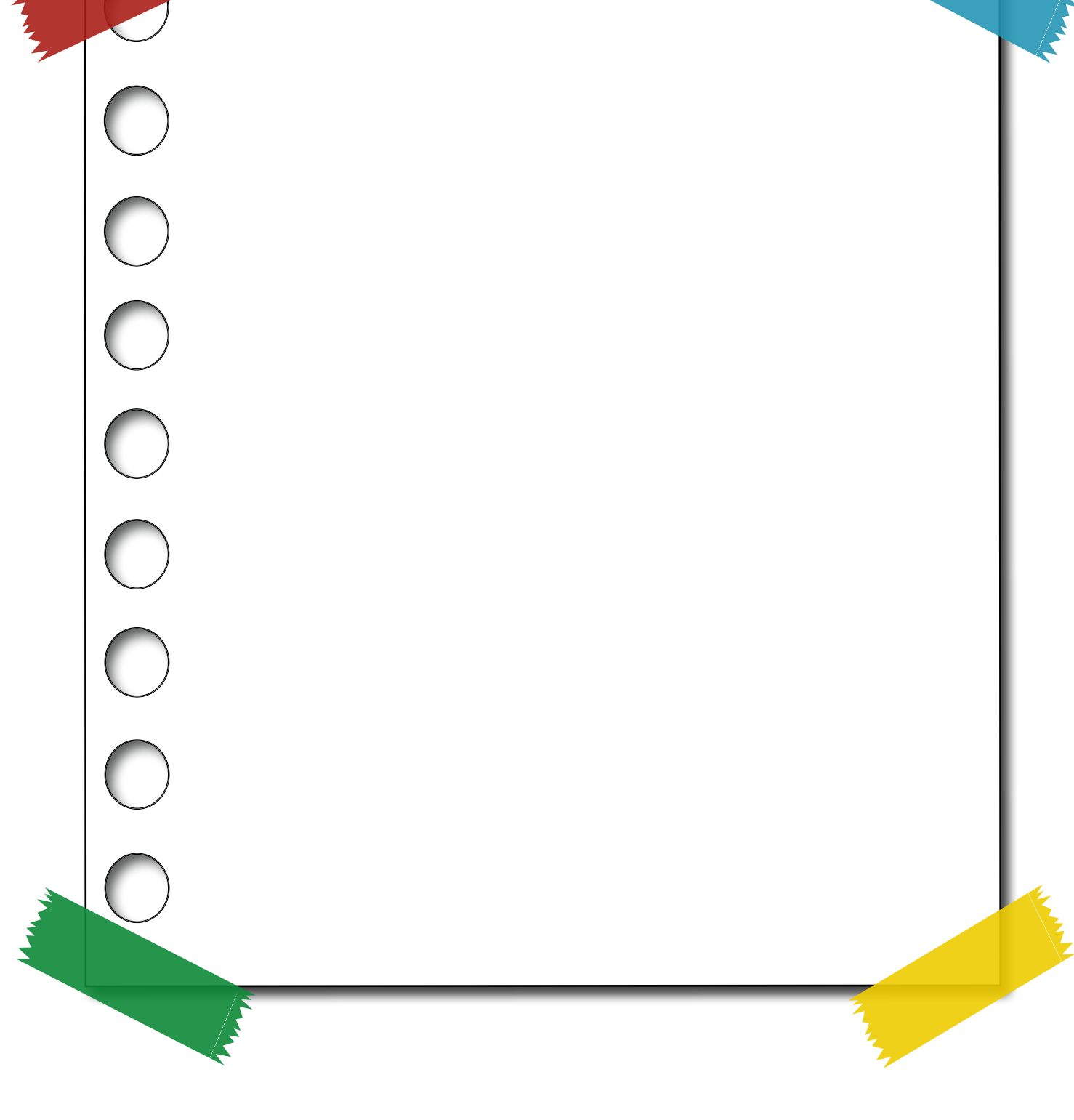
DEDA

The *Data Ethics Decision Aid* (DEDA) is a data-ethical impact assessment process developed by the Utrecht Data School (Utrecht University, NL). DEDA Remote is an adaptation of the DEDA Toolkit and was developed with the aim of making DEDA available online. DEDA Remote enables DEDA workshops to be held remotely.

VALUES OF THE ORGANIZATION



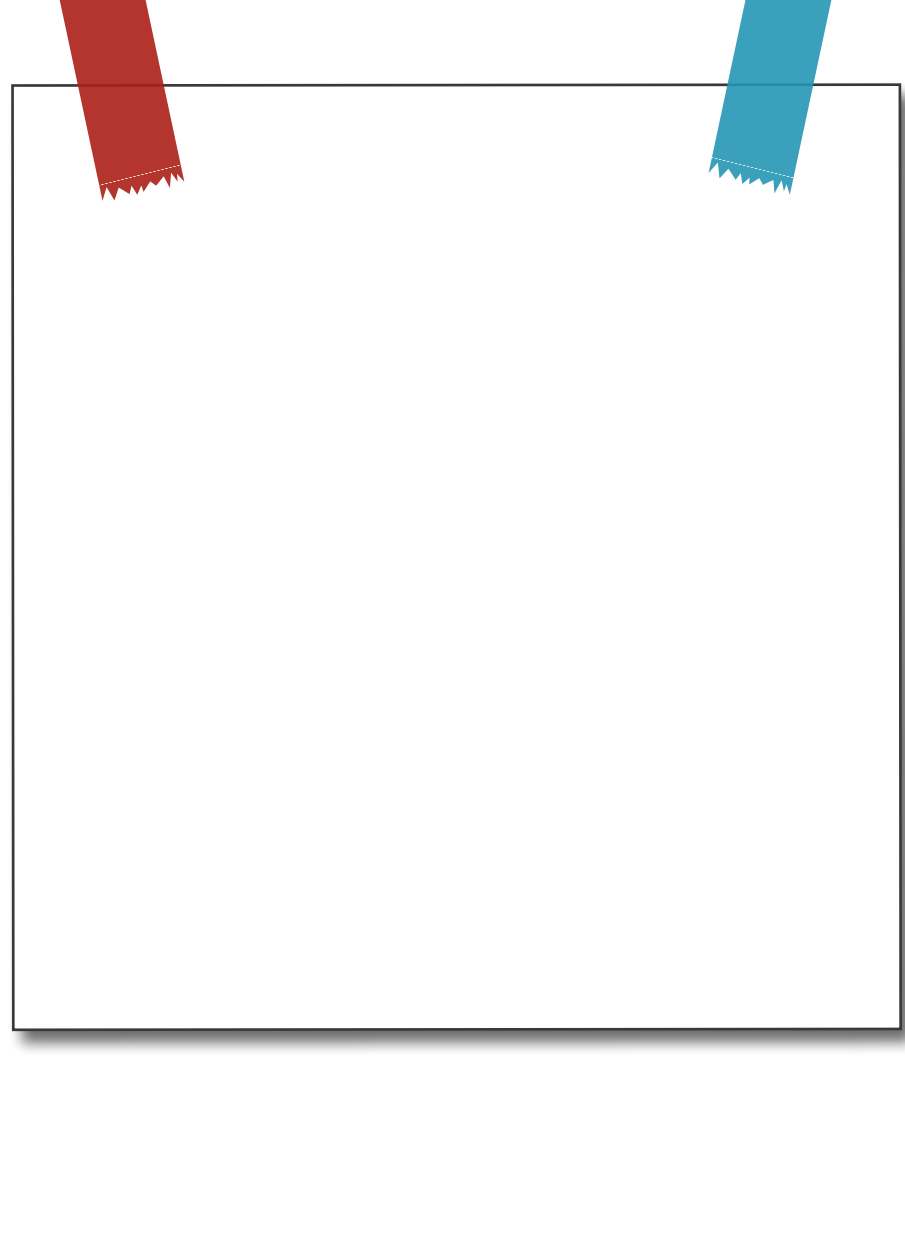
PERSONAL VALUES



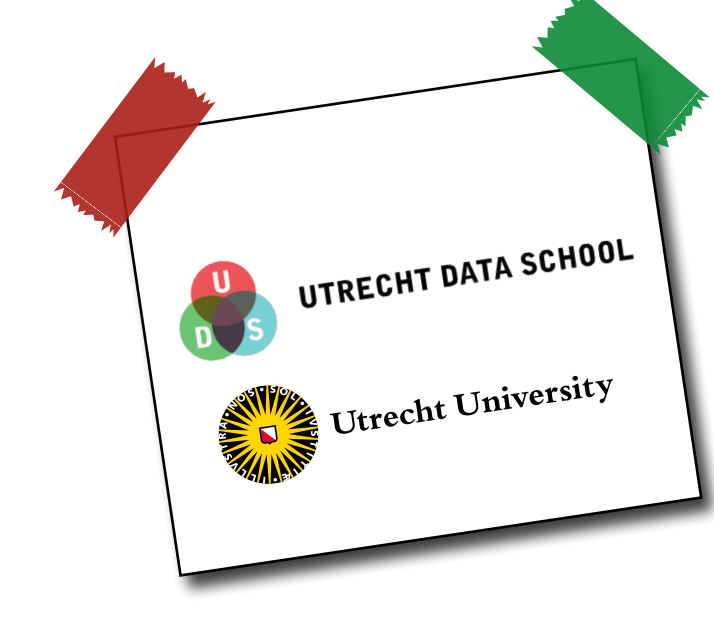
DATA RELATED CONSIDERATIONS

	COLLECTION	USE	STORAGE
	ALGORITHMS Does this project use an algorithm, or some form of machine learning or neural networks (AI)? If not, go to 'Source'. Can someone on the team explain how the algorithm in question works? Can someone on the team explain the algorithm to the public in a way that is understandable?	SOURCE Where does the data come from? In what ways have you checked the quality of the data? Is the data only relevant up to a certain point in time? Is there an "expiration date"?	ANONYMIZATION Should the data be made anonymous or pseudo-anonymous? Or generalized? Who has access to the encryption key to de-pseudonymize the data?
	VISUALIZATION How will the results of the project be presented? Are the results suitable for visualization? What alternative ways of visualizing the results are possible?	ACCESS Who has access to the data and under what conditions? How is access monitored?	SHARING, REUSING AND REPURPOSING Are parts of the data suitable for re-use? If so, under which conditions and for what (new) purpose(s) could they be used? Are there any obligations to (not) publish the data? If you were to provide open access to (parts of) the data, what opportunities and risks might arise?

	GENERAL CONSIDERATIONS
	RESPONSIBILITY Which laws and regulations apply to this project? Who is ultimately responsible for the project? Are the tasks and responsibilities of that person clear, with regard to this project? Is the project suitable for cooperation with (commercial) partners? If so, which parties could that be?
	COMMUNICATION What is the communication strategy with regard to this project? Are all parties involved in agreement as to this strategy? What communication strategies have been defined in case something fails? Who is responsible for creating the strategies?
	TRANSPARENCY Does the project risk generating public concern or outrage? How transparent are you about this project towards citizens? Do citizens have the opportunity to raise objections to the results of the project? Can citizens opt out of their involvement in the project? If so, when and how?
	PRIVACY Is a data protection officer or privacy officer involved in this project? Have you carried out a privacy impact assessment (PIA) or data protection impact assessment (DPIA)? Does this project use personal data? If not, continue with 'Bias'. Do the data provide insight into the personal lives of citizens?
	BIAS As a member of the project, what outcomes do you expect? Is there any part of the project that you consider problematic? If so, discuss your concern. Will the results of the analysis be evaluated by a human before being implemented? Is there a risk that the project could contribute to discrimination against certain people or groups? Are all relevant citizens adequately represented within your data? Which citizens are missing, over-represented or under-represented? Does your model have a feedback loop that could create negative consequences? Are you gathering the information that is appropriate for the purposes of your project? Function creep: can you imagine a future scenario in which the results of your project are (mis)used for alternative purposes? Do your answers to these questions change when you consider possible long-term effects? Why?



	CONCLUSION
1	Which topics caused differences of opinion?
2	What ethical aspects should be considered?
3	What insights have surprised you?
4	Do you want to continue with the project? If yes, under what conditions?
5	Identify the main action points.



Design: Marjolijn Krizman
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 DEDA Remote was developed by the Utrecht Data School and Utrecht University.
 DEDA Remote is constantly evolving. Changes can be introduced in future editions. If you have used DEDA Remote and have suggestions for improvement, please feel free to contact us and share them with us. We value your opinion.
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 DEDA Remote English - Edition 1.0
 September 2020
 For updates visit: dataschool.nl/deda
 You can send your suggestions to: info@dataschool.nl

START

PREPARATION

It is recommended that you watch the **introductory video** before you start using DEDA Remote. DEDA is supplemented by the **DEDA manual**, which provides additional information about the questions on this document and further background information regarding different ethical orientations.

Materials can be found at <https://dataschool.nl/en/deda/>.

STEP ONE

Discuss the **three most important values of the organization** and write them in the yellow box provided. If necessary, use a vision paper describing the values of your organization. Write down a **personal value for each participant** in the green field provided.

STEP TWO

Go through the questions and answer them in the text boxes provided. In addition, create an **action point** for each question that cannot be answered directly and write it down next to the magnifying glass icon.

- Project name, date, place
- Participants of the project
- What is the project about and what is its goal?
- What kind of data will you be using?
- Can you name (groups of) people who could be impacted by this project?
- What are the benefits of the project?
- What problems or concerns could arise in connection with this project?

RESULT

You have now reached the end. You now have an overview of your ethical considerations. This can be used in your project report or as an appendix for presentation to an ethics committee or the public. You can follow up on the action points you have identified. In addition, you now know which ethical questions should be asked in data projects.