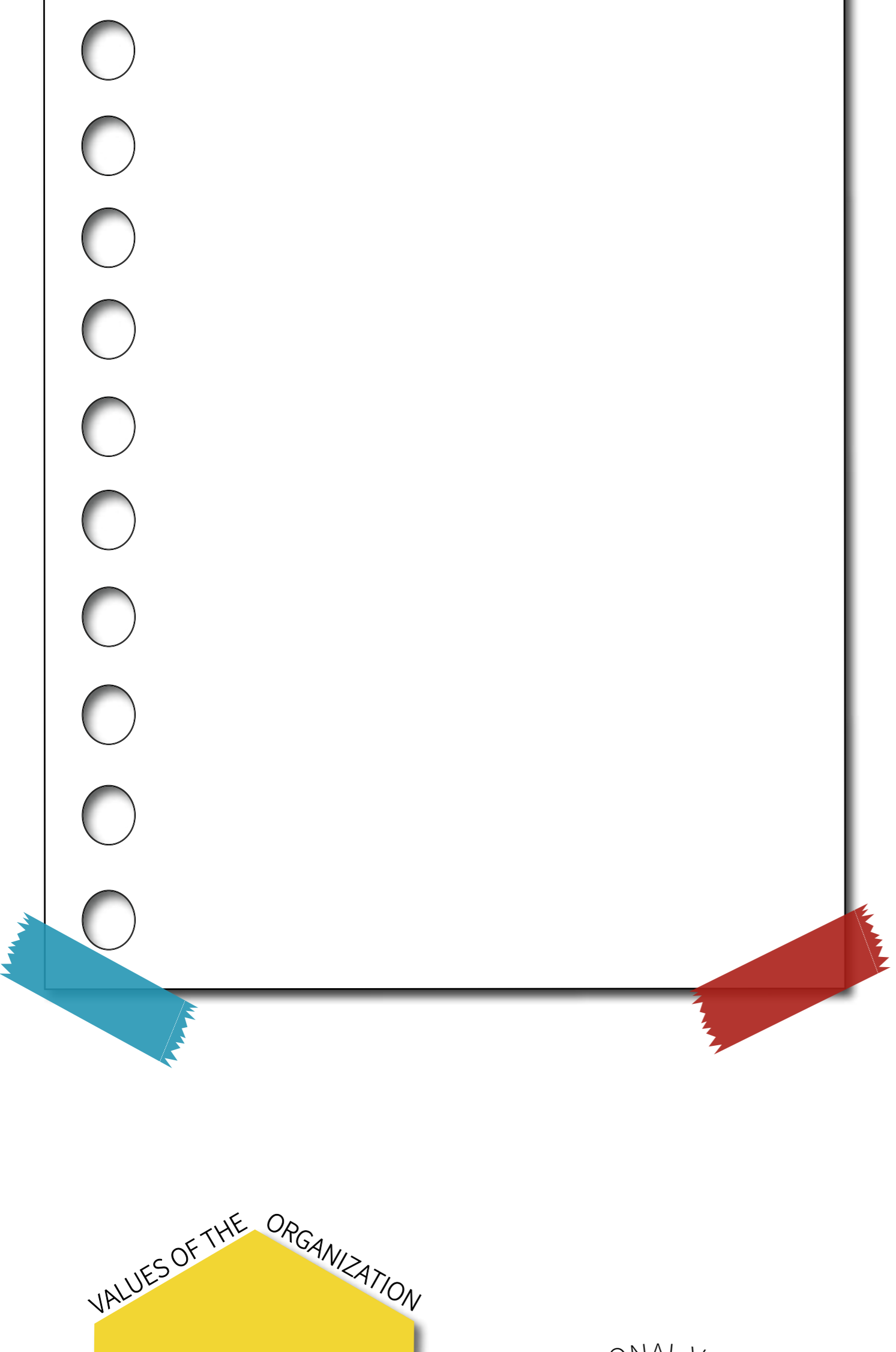


# REMOTE

## DATA

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

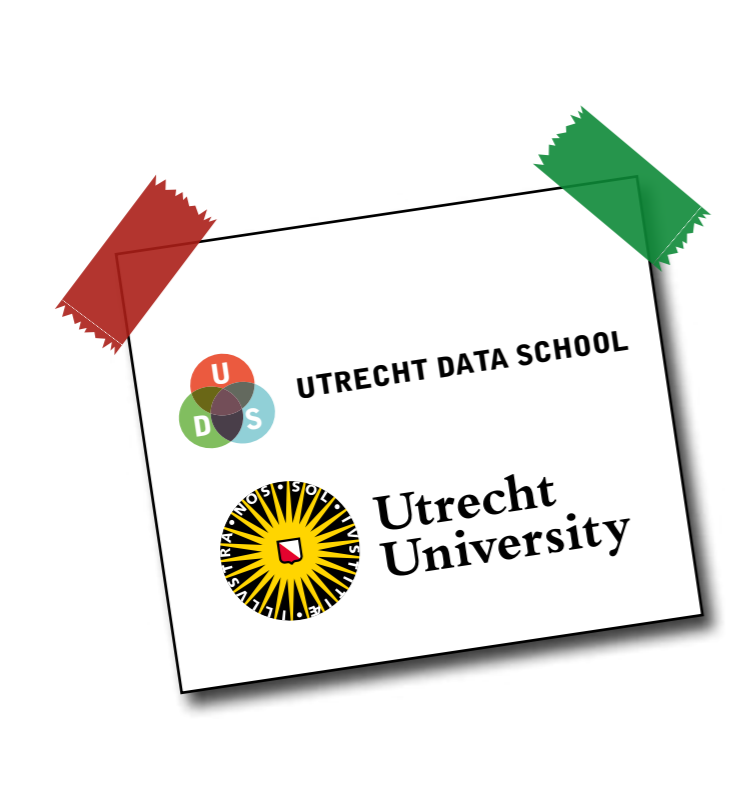
<p><b>ALGORITHMS</b></p> <p>Does this project use an algorithm? If not, go to 'Source'.</p> <p>How do you deal with false positives and false negatives?</p> <p>Can someone on the team explain how the algorithm in question works? Is it necessary for someone to be able to explain what it does?</p> <p>Do you consider the outcomes of the model as leading or additional to your decision model?</p> <p>Is there human control over mistakes the algorithm can make? How much room does a person have to deviate from the system when needed?</p>	<p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p>
<p><b>SOURCE</b></p> <p>Where does the data come from?</p> <p>Have you checked the quality of the data set(s)?</p> <p>Do the data have an "expiration date"?</p> <p>Are you collecting the right information for your purpose?</p>	<p>15</p> <p>16</p> <p>17</p> <p>18</p>
<p><b>ANONYMIZATION</b></p> <p>Is it necessary to anonymize, pseudonymize or generalize the dataset(s)?</p> <p>In the case of anonymization: has it been checked if the data is not traceable?</p> <p>In the case of pseudonymization: who has the key to the reverse the pseudonymization?</p>	<p>19</p> <p>20</p> <p>21</p>
<p><b>VISUALIZATION</b></p> <p>How will the results of the project be presented? Will the results be visualized?</p> <p>What alternative ways of visualizing the results are possible?</p>	<p>22</p> <p>23</p>
<p><b>ACCESS</b></p> <p>Who has access to the data set(s)?</p> <p>How is access monitored?</p>	<p>24</p> <p>25</p>
<p><b>OPEN ACCESS AND THE RE-USE OF DATA</b></p> <p>Are (parts of) the (input) data suitable for re-use? If so, under which conditions?</p> <p>Are the results suitable for re-use? If so, under which conditions?</p>	<p>26</p> <p>27</p>

<p>Action items</p> <p>Values</p>	<p>28</p> <p>29</p> <p>30</p> <p>31</p>
<p>Action items</p> <p>Values</p>	<p>32</p> <p>33</p> <p>34</p>
<p>Action items</p> <p>Values</p>	<p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p>
<p>Action items</p> <p>Values</p>	<p>40</p> <p>41</p> <p>42</p>
<p>Action items</p> <p>Values</p>	<p>43</p> <p>44</p> <p>45</p> <p>46</p>
<p>Action items</p> <p>Values</p>	<p>47</p> <p>48</p> <p>49</p>

## CONCLUSION

<p>Are organizational values and personal values adequately safeguarded?</p>	1
<p>What are the main ethical bottlenecks?</p>	2
<p>What are new and surprising insights?</p>	3
<p>Under what conditions are we willing/not willing to proceed with this project?</p>	4
<p>Review all the action items listed one and write down the action holder for each one.</p>	5

Action items data-related considerations				Action items general considerations			
ALGORITHMS	Action holder	SOURCE	Action holder	RESPONSIBILITY	Action holder	COMMUNICATION	Action holder
ANONYMIZATION	Action holder	VISUALIZATION	Action holder	TRANSPARENCY	Action holder	PRIVACY	Action holder
ACCESS	Action holder	OPEN ACCESS AND RE-USE OF DATA	Action holder	BIAS	Action holder	FUTURE SCENARIOS	Action holder



Design: Marjolijn Kriggeman  
 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 improvements, please feel free to contact us and share them with us. We value your opinion.  
 © Utrecht University 2022  
 DEDA REMOTE English - Edition 2.0  
 October 2022  
 For updates visit: [dataschool.nl/deda](https://dataschool.nl/deda)  
 You can send your suggestions to: [info@dataschool.nl](mailto:info@dataschool.nl)

# START

## INTRODUCTION

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 [dataschool.nl/eng/deda](https://dataschool.nl/eng/deda).

## PHASE ONE

Go through the questions and answer them by adding text in the text box provided on the left.

The questions of this phase are answered in advance by the **project leader**. During the workshop, the project leader presents PHASE ONE in 5 minutes to the project team and then the answers are discussed together.

- Project name, date
- Project team
- What is the project about and what is its goal?
- What are possible measures or actions that will be deployed based on the results of this project?
- What kind of data will you be using? Give a brief description of its contents.
- Who are the stakeholders of this project and whom/what does it impact?
- What are the pursued benefits of this project?
- What problems or concerns could arise in connection with this project?
- Which of the topics below (algorithms, source, anonymization etc.) are applicable to your projects? Decide which might be skipped during the workshop.

## PHASE TWO

This phase can be completed in advance by the project leader, or during the workshop by the project team.

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

## PHASE THREE

Walk through the questions together and answer them by adding text to the questions in the text boxes provided.

In addition, create an **action item** for each question that cannot be answered immediately and note for each topic what **value(s)** are affected: **positive or negative**.

## GENERAL CONSIDERATIONS

### RESPONSIBILITY

- Are there policies or guidelines within the organization that apply to this project? If so, which ones?
- Who is/are ultimately responsible for the project?
- Are the tasks and responsibilities of that person/those people clear, with regard to this project?
- Is this project suitable for collaboration with (commercial) partners? If so, which parties might those be?

### COMMUNICATION

- What is the communication strategy for this project (both for its positive as well as negative impact)? In the case of collaborative partners: has this strategy been coordinated with them?
- What communication strategies have been defined in case something fails?
- Who is responsible for creating these strategies?

### TRANSPARENCY

- Does the project risk generating public concern or outrage, now or in the future?
- How transparent are you about this project towards citizens?
- How are citizens actively involved?
- 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

- What laws, regulations and/or guidelines apply to your project?
- Did you involve the privacy officer and/or data protection officer in the project?
- Have you carried out a data protection impact assessment (DPIA)?

### BIAS

- What is your gut feeling about this project? Do you have any concerns?
- 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 or under-represented?
- Does your model have a *feedback loop* that could create negative consequences?

### FUTURE SCENARIOS

- Function creep*: can you imagine a future scenario in which the outcomes of this project are (mis)used for another purpose?
- Do your answers to these questions change when you consider possible long-term effects? Why?
- When will this project be evaluated?

## PHASE FOUR

In this final step of DEDA REMOTE, you are going to **form a conclusion**. Together, discuss and answer the concluding questions, based on your answers to the data-related and general considerations.

# FINISH

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 items you have identified. In addition, you now know which ethical questions should be asked in data projects.