

# AI & DATA ETHICS CHECKLIST

## 1. What is the intended use of this data?

Prevents misuse and keeps goals aligned with user expectations.

## 2. Could this harm anyone - directly or indirectly?

Highlights risks to privacy, equity, or unintended impact.

## 3. Have we tested for bias or unfairness across groups?

Ensures we aren't reinforcing discrimination or inequality.

## 4. Are the outcomes and processes transparent to stakeholders?

Promotes accountability and builds trust in the system.

## 5. What happens to the data after this project ends?

Encourages responsible data retention and disposal practices.

