

# Ethics & Privacy Checklist



Dear experiment lead,

Please follow these steps to review ethics and privacy aspects in your experiment.

1. Install Adobe Reader – free to download at <https://get.adobe.com/reader>
2. Open this pdf in Adobe Reader and fill in the below checklist digitally
3. Save the document

If you have any questions ask at [dev.qa.organicity.eu](mailto:dev.qa.organicity.eu)  
If your question is of a private matter email [helpdesk@organicity.eu](mailto:helpdesk@organicity.eu)

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## GENERAL QUESTION

- |   |     |    |
|---|-----|----|
| 1. Does the proponent commit to respect and to ensure that each experimenter will respect all general personal data protection principles according to the relevant European law, and to fully comply with any applicable and relevant national data protection/privacy laws? | YES | NO |
|---|-----|----|

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## DATA COLLECTION

- |  |     |    |
|--|-----|----|
| 2. a) Will lawfulness, fairness and transparency be addressed?<br>If yes, summarize how (max. 250 characters): | YES | NO |
|--|-----|----|

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- |  |     |    |
|--|-----|----|
| 2. b) Will the purpose of data collection be explicit and limited?<br>If yes, summarize how (max. 250 characters): | YES | NO |
|--|-----|----|

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- |  |     |    |
|--|-----|----|
| 2. c) Will data collection be adequate for the experiment purpose?<br>If yes, summarize how (max. 250 characters): | YES | NO |
|--|-----|----|

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2. d) Will the data collected be kept up to date and will accuracy be ensured?

YES NO

If yes, summarize how (max. 250 characters):

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2. e) Will the proponent ensure data storage limitation?

YES NO

If yes, summarize how (max. 250 characters):

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2. f) Will the proponent ensure integrity and confidentiality of experiment?

YES NO

If yes, summarize how (max. 250 characters):

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3. Will the experimenter inform data subjects and obtain their consent to data collection and processing?

YES NO

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4. Will the experimenter ensure data subjects' *rights exercise* and in particular:

YES NO

4. a) Will the data subject have the right to object?

If yes, summarize how (max. 250 characters):

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4. b) Will the data subject have the right to be forgotten?

YES NO

If yes, summarize how (max. 250 characters):

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4. c) Will the data subject have the right to be informed of the existence of the processing operation, its scope/limit and its purposes?  
If yes, summarize how (max. 250 characters):

YES NO

4. d) Will the data subject have the right to withdraw consent?  
If yes, summarize how (max. 250 characters):

YES NO

### DATA PROCESSING

5. Will the experimenter avoid decisions based solely on automated processing of data, that produces legal or similarly significant effects in relation to the data subject?

YES NO

6. Will the experimenter exclude processing of data that may profile data subjects? (e.g. revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, sexual orientation, or trade-union membership)

YES NO

7. Will the experimenter exclude the processing of personal genetic data, biometric data, data concerning health or data concerning a natural person's sex life?

YES NO

8. Will the experimenter avoid and prevent profiling of children (under 16)?

YES NO

### COMPLIANCE

9. Will the experimenter commit to adopt internal policies and implement measures which meet the principles of data protection by design and by default?  
Such measures could consist, inter alia, of minimising the processing of personal data, pseudonymising personal data as soon as possible, transparency with regard to the functions and processing of personal data, enabling the data subject to monitor the data processing, enabling the Experimenter to create and improve security features. When developing, designing, selecting and using applications, services and products that are based on the processing of personal data or process personal data to fulfil their task, each participant in the Call should commit to take into account the right to data protection when developing and designing such products, services and applications and, with due regard to the state of the art, to make sure that Experimenters and processors are able to fulfil their data protection obligations.

YES NO

EXPERIMENT PROJECT NAME

EXPERIMENT LEAD NAME

EXPERIMENT LEAD SIGNATURE

DATE