

5.

Responsible AI checklist



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This checklist outlines some key responsibilities to consider when initiating AI projects. The example actions are not exhaustive, and their application will differ depending on the type of organisation. They are provided as a starting point to support initial thinking.

Responsibility	Example actions to take	Actions taken (Write the actions you have taken below)	Complete (yes / no / n/a)
Project involves personal data	Engage with compliance, data protection and legal experts early on Complete a data privacy impact assessment Remove personal data where possible Check the AI tool complies with the UK GDPR and the Data Protection Act 2018 Check any relevant privacy notices		
Make sure information is kept secure	Map the data needed for the task early on Remove any unnecessary data and limit the use of personal data where possible Understand what the tools you are using can do with your data Identify any sensitive information that may be used		

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	<p>Engage with compliance, data protection and legal experts early on (e.g. IT + Security + Governance and Information teams)</p> <p>Do not train tools using private or sensitive data without guarantees of how the data will be used and assurance that this complies with your own data protection policies</p>		
Be aware of potential bias	<p>Identify where AI could create bias within the process</p> <p>Consider existing bias that could potentially be amplified by AI</p> <p>Consider whether there are elements of human bias which could be reduced by AI</p> <p>Put checks in place to test bias at all stages of the systems and processes you develop</p>		
Make sure you understand what generative AI is and the capability and limitations of the tools you are using	<p>Undertake basic AI literacy training to better understand how generative AI can help and the risks it poses</p> <p>Liaise with colleagues or peers who have experience of delivering AI projects</p> <p>Allow time to learn and iterate throughout the project</p> <p>Seek specialist advice where required (e.g. from an AI consultant)</p>		

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Make sure you have the skills required to use AI tools in a robust way	<p>Identify skills gaps</p> <p>Undertake basic AI literacy training</p> <p>Research the tools and processes you are testing to see how other people are applying them</p> <p>Undertake training specific to the tools or AI application you are testing</p> <p>Procure external support where required</p>		
Retain meaningful human control at all points	<p>Make sure a trained and qualified person reviews outputs</p> <p>Use techniques to increase the relevance and accuracy of outputs (e.g. learn how to write effective prompts)</p> <p>Test AI solutions in a controlled environment alongside existing human-led processes unless proven and approved</p> <p>Incorporate feedback from end users</p> <p>Make sure you know how to stop and close the AI application</p>		