Quick check-in

Use these questions to quickly check any collection or use of people’s data or information. These are some of the top-level concepts or actions to think about. You can find more in-depth tools and advice in the DPUP toolkit: digital.govt.nz/dpup/toolkit.

|  |  |  |  |
| --- | --- | --- | --- |
| Have you: | Yes | No | N/A |
| Made sure the purpose for using people’s data or information is clearly connected to improving the lives of individuals, whānau, iwi and communities? |  |  |  |
| Respected and upheld the mana and dignity of those whose data or information you use by: |  |  |  |
| * listening to their views about what their data and information means to them**?** |  |  |  |
| * including them in decisions about what you’re doing and why**?** |  |  |  |
| * making a plan to let them know the results or outcomes of using their data or information**?** |  |  |  |
| * guarding against data and information being misinterpreted, or used in a way that might reinforce prejudice or bias, especially sensitive information or information that has cultural value? |  |  |  |
| Empowered the people whose information or data you collect or use by: |  |  |  |
| * giving them explanations about what data or information is needed, how it will be used and why**?** |  |  |  |
| * giving them as many choices as possible over who sees their data and information and how it’s used**?** |  |  |  |
| * making sure they can easily access their personal information and ask for corrections to it? |  |  |  |
| Supported trust and collaboration with others (for example, other teams, agencies, professionals, cultural experts, frontline staff, community representatives) by: |  |  |  |
| * including them in decisions about what you’re doing and getting their views on how fair and reasonable it is to use this data or information in this way, for this reason**?** |  |  |  |
| * making a plan to share insights, findings, data and analysis with them for their benefit and the benefit of those they work with**?** |  |  |  |
| * building capacity and capability to use data and information safely and usefully? |  |  |  |