

HILLSIDE AI · AI TRANSFORMATION TOOLKIT — POLICY TEMPLATE

# Data Ethics Charter

*Your organisation's commitments to responsible data use in the context of AI*

Chapter Reference: Chapter 9 — Building Your AI Policy Stack

**HOW TO USE**

*This template provides the structure and key questions your policy must answer. Customise each section for your organisation's specific context, legal jurisdiction, and AI programme. Have your Legal team review before finalising. Review and update at minimum annually.*

<b>Document Title:</b>	[Organisation Name] Data Ethics Charter
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## Our Commitment

[Organisation Name] is committed to using data responsibly, ethically, and in ways that respect the rights and dignity of every individual whose data we hold or process. This Charter documents the five principles that govern all data use in our AI programme.

### Principle 1: Consent and Transparency

- We will clearly communicate to data subjects when their data may be used in AI systems.
- We will obtain meaningful consent where required by law or where the use is not obvious.
- We will maintain a public-facing summary of how we use data in AI systems.

*Document: [How will you obtain and record consent? Who is responsible?]*

### Principle 2: Data Minimisation

- We collect only the data actually required for the stated AI purpose.
- We do not collect data broadly in anticipation of future uses.

- We review and delete data that is no longer required on a [quarterly/annual] basis.

*Document: [Who approves new data collection requests? What is the approval process?]*

### Principle 3: Purpose Limitation

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- Data is used only for the purposes for which it was collected.
- New uses of existing data require formal approval through our [data governance process].

*Document: [Define the approval process for new data uses. Name the decision-maker.]*

### Principle 4: Fairness and Non-Discrimination

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- We test all AI systems that process personal data for discriminatory outcomes before deployment.
- We conduct ongoing fairness monitoring for all live AI systems on a [quarterly] basis.
- We will not deploy or continue operating AI systems found to produce discriminatory outcomes.

*Document: [Define the fairness testing methodology. Who is responsible? What is the threshold for action?]*

### Principle 5: Accountability

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- The Data Ethics Charter is owned by [role/name] and reviewed annually.
- Violations are reported to [role/name] and reviewed through our AI Incident Response process.
- Our Data Ethics performance is reported to [Board/Audit Committee] [annually/bi-annually].

*Document: [Name the owner. Define the reporting cadence and audience.]*

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