Logically Ethics Review Questionnaire

1. Describe the nature and purpose of the proposed technology, product or service (hereafter: project), in terms accessible to a layperson. Provide an appendix detailing any technical specifications, if applicable.
2. Specify what will constitute the successful completion of the project. What will constitute a failure of the project?
3. Describe how the project furthers Logically’s mission and any other expected value for successful completion of the project.
4. Does the project require the use of any personal data?   
   This includes data provided by, gathered from, or concerning any individual person; including any data which has been aggregated or anonymised and whether this has been/will be collected by Logically or by a third party.

If Yes,

1. Provide an exhaustive list of the kinds of data that will be used
2. Will this data contain any personal identifying information? If yes, please specify how it will be anonymised, and how access to de-anonymised data will be restricted. If it cannot be anonymised, state why this is proportionate to the value of the project, who will have access to that information, and what safeguards will be in place to assure its security.
3. How will this data be acquired?
4. How will informed consent for the use of their data be given by the individuals concerned?
5. How will this data be stored?
6. How long will this data be stored for, and how will it be disposed of?
7. Why is the use of this data essential to the project?
8. Which parts of this project will be made public, and what will remain confidential? Provide reasons for maintaining the confidentiality of any part of the project (commercial sensitivity is a *prima facie* acceptable reason for maintaining confidentiality, but efforts must be made to make research and resources available where possible)
9. Who are the immediate beneficiaries of this project (e.g. clients, internal users)? Who are the other likely beneficiaries of this project (e.g. customers, the general public, an industry or field of study)?
10. List any and all external funding and partnerships related to this project. Declare any potential conflicts of interest with *anyone* at Logically, and describe how they will be mitigated.
11. Are there *any* foreseeable consequences of this project, or uses it could be put to, which might:
12. Be illegal in any of the territories in which we operate (and always in the UK, India, EU and USA)?
13. Present or contribute to a significant risk of harm to any person or group?
14. Undermine Logically’s reputation as an honest, trustworthy and independent organisation?
15. Undermine Logically’s status as a non-partisan and apolitical organisation.

If you answered ‘yes’ to any of the above, please give details of the identified risks and strategies for how they will be managed.

Ethics review process:

An Ethics review must be submitted for any new project which is not a part of our day-to-day operations (which are subject to their own ongoing ethics and standards reviews), or any of our existing and currently supported technologies, products, services or tools which have not yet been through the review process.

The review will be submitted to the ethics review board, where it will undergo initial review, feedback and pseudonymisation of sensitive information (for instance, concerning potential conflicts of interest).

The review will be circulated to no fewer than three trained ethics reviewers. This will include at least one external reviewer, at least one person with expertise relevant to the project, and will not include anybody who has been involved in the project up until the point of review.

A project can only pass ethics review with the unanimous consent of the reviewers. Reviewers are obliged to consent to the project if any ethical risks have been specified and appropriate management strategies have been proposed.

Projects which last longer than a year are subject to an annual re-review. Any project which fails according to the specified criteria should be resubmitted for review if they are to be continued.