| **Document Field** | **Document Value** |
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| Title | Responsible Data Science Policy - Data Science Proposal Review Form |
| Document ID |  |
| Version |  |
| Last Updated | (date) |
| Last Reviewed | (date) |
| Responsible Body | [RESPONSIBLE DATA SCIENCE POLICY OWNER] |

This document must be used by the Reviewer and retained by the Organization in accordance with its [RETENTION POLICY]. This document should not be shared with the project Submitter. Comments intended for the Submitter should be entered on the submitted Data Science Proposal Forms.

# Submitted Data Science Proposal Form

| **Liaison Name** |  |
| --- | --- |
| **Liaison Email** |  |
| **Proposed Project Name/ID** |  |
| **Submission Date** |  |
| **Reviewer Name (Individual or Committee)** |  |
| **Reviewer Email** |  |
| **Review Date** |  |

# 

# Determine Obligations

## **LEGAL - REGULATORY/STATUTORY**

List any regulations or statutes that may apply to the Covered Data.

|  |
| --- |

Is the Organization allowed to analyze the Covered Data for the desired purpose? (For example, if the purpose involves pricing, is it permissible to offer different prices to different groups for the same product?). [Please include references to specific laws and regulations to support your answer.]

|  |
| --- |

[Was proper consent obtained for this particular type of processing?]

|  |
| --- |

Are there restrictions on the use of Covered Data in this proposed project (e.g., anonymization)?

|  |
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## 

## **LEGAL - CONTRACTUAL**

If the dataset or model is licensed from another party, does the license allow for the intended use as outlined in the proposed project?

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| --- |

Is the Organization explicitly allowed to process the Covered Data for the desired purpose? (e.g., does the contract forbid the use of customer data for training any models that are not exclusively theirs)

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| --- |

Are there contractual restrictions/requirements related to the use of Covered Data in this proposed project (e.g., anonymization)? If so, list them below.

|  |
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Are there contractual restrictions/requirements related to the public release or commercial use of the proposed project (e.g., may only be used internally)? If so, list them below.

|  |
| --- |

# Risk/Benefit Assessment

## **RISK ASSESSMENT**

Are there non-legal considerations related to the public release or commercial use of the proposed project that should be taken into account? If so, list them below.

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| --- |

List any other identified risks associated with the proposed project.

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| --- |

List any mitigation/avoidance strategies that would reduce the risk associated with the proposed project.

|  |
| --- |

Do the potential benefits outweigh the risks for the proposed project?

|  |
| --- |

# Determination

|  | | Comments |
| --- | --- | --- |
|  | Approve |  |
|  | Conditionally Approve - Resubmission required |  |
|  | Conditionally Approve - Resubmission not required |  |
|  | Deny |  |