

Use case

Do you need AI to achieve the objective?

Canvas: AI for PAs

A tool to aid ethical AI adoption in support of public administrations

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Data

ACTORS INVOLVED IN DATA COLLECTION

Which data is collected?	
Who are the data subjects? (If any)	
Who collects the data?	
Do completeness overlap in data collection?	

Can there be biases in the collected data?

(Bias)	
(Bias)	
(Bias)	
(Bias)	

DO YOU ADOPT ANonymization OR Pseudonymization TECHNIQUES BEFORE DATA USE?

Are there other datasets the use of which can yield unwanted consequences (e.g., re-identification)?

Which precautions did you take?

Data protection

Anonymization	
Pseudonymization	
Other	

Data and process monitoring (Data stewardship)

Who is the data steward?	
Is the data collected accessible to all within the limits of law?	
Is data well documented? (Metadata, vocabularies, ...)	
When is the data updated?	
Is there an encrypted backup?	

How is data access protected?

Cryptography [yes][no]	
Data segregation [yes][no]	
Multifactor authentication [yes][no]	

What is the legal basis of the data collection process? (If in doubt, check with your DPO)

Measure dataset biases

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Algorithms

What is the AI instrument's main function? [] Prediction [] Recommendation [] Ex ante impact analysis [] Ex post impact analysis [] Other

Which risk category applies to your AI system based on the AI Act?

Minimum	
Low	
High	
Unacceptable	

Can you certify it?

AI Act	
ISO	
Other	

WHO TRAINS THE MODEL?

Define the model training objectives

WHICH BIASES CAN THE ALGORITHM EXHIBIT?

Ethnicity [yes][no]	
Gender [yes][no]	
Social class [yes][no]	
Other [yes][no]	

Does the training dataset contain biases?

Are the training dataset data subjects re-identifiable?

Should you attribute weights to the categories underrepresented in the training dataset?

Ethnicity [yes][no]	
Gender [yes][no]	
Social class [yes][no]	
Other [yes][no]	

Define the AI instrument type [] Chatbot [] Predictive tool [] Other

Is the algorithm's final output original (Copyright) and verified checked/validated by human experts?

If resulting an algorithm, ensure the reuse and the first implementation contents are equivalent.

ARE THE ALGORITHM'S OUTPUTS AND PROCESSES RETRIEVABLE?

DOES THE ALGORITHM PRESENT SOME DISAGREEMENT PROCESSES THAT MAY HOLD THE RE-IDENTIFICATION OF DATA SUBJECTS?

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Methods of analysis

ARE DECISION-MAKERS CAPABLE TO INTERPRET THE ALGORITHM'S OUTPUT?

Understanding the logical functioning of the algorithm	
Evaluating potential consequences	
Assessing feedback loops	

Which training activities should be implemented to facilitate bias detection?

Do AI users use the instrument within their their everyday job or are they acquiring new duties due to AI adoption? (This can affect the time available to learn how to use the instrument)

Plan the following activities

Algorithm post-processing to attribute weight to the data	
Check the legal validity of the post-processing	

WHO TAKES RESPONSIBILITY IN THE FOLLOWING CASES?

Non-discrimination	
Privacy	
Copyright protection	
Other	

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Socio-cultural elements

This section is to plan a clear communication strategy towards the citizens on AI and data usage by the PA

ARE THERE THIRD-PARTY DATA THE USE OF WHICH CAN YIELD UNETHICAL CONSEQUENCES (E.G., RE-IDENTIFICATION)? [] Yes, Which? [] No

WHICH PRECAUTIONS ARE YOU TAKING?

PROVIDE THE DATA SUBJECT WITH A DATA TREATMENT STATEMENT. ARE THE FOLLOWING ASPECTS INCLUDED?

Which categories of data are collected?	
For which purposes is the data collected?	
What is the legal basis?	
Which methods were employed in data collection?	

CAN THE COLLECTED DATA BE RELEASED IN OPEN DATA IN AGGREGATED FORM?

WHEN COLLECTING DATA ONE NEEDS TO ELABORATE

1. An information sheet with all GDPR-related info
2. A plain-language communication understandable to all to favour a full understanding of the data treatment by the data subjects

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Functional requirements

Based on your previous answers, please list the technical characteristics that the elaborated AI tool must have

Implementing technical principles

Data completeness and formal compatibility notifications	
Provide explainability instruments	
Legal obligations notifications	
Notification on AI-driven data modifications	
Other	

Implementing social and cultural principles

Plain language instructions	
Coherence between instrument use and its initial purpose (justification)	
Privacy risks notifications	
Other	

Which of the following principles are to be prioritised by design? (Check them)

Privacy	
Equal distribution of economic benefits	
Ethics and gender equality	
Other (e.g., environmental sustainability)	

Consider adopting the following documentation instruments to provide the users with further technical detail: Data cards, Model cards, AI Product cards, Use AI Product cards to document the technical characteristics of the AI tool drafted in the canvas. Use the **Assessment List for Trustworthy Artificial Intelligence (ALTAI)** to re-evaluate your instrument's coherence with EU norms.

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Legend

□ AI scientist

○ AI engineer

△ AI user