



AI Risk Checklist

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Use this checklist before initiating any AI pilot, project, or system to ensure that privacy, ethics, and data protection requirements are met. This checklist applies to staff, trustees, and volunteers across the organisation.

1. Purpose and Scope

Clearly define the goals of the AI pilot or project.

Confirm alignment with the organisation's charitable objectives and member or supporter needs.

2. Data Identification

List all data sources that will be used or accessed.

Confirm whether any personal, sensitive, or special category data (for example health information) is involved.

3. Privacy Impact Assessment (PIA) or Data Protection Impact Assessment (DPIA)

Verify that a PIA or DPIA is completed for every AI pilot or project involving personal data.

Document the outcomes and recommendations from the assessment.

4. Legal and Regulatory Compliance

Check compliance with the UK GDPR and other relevant data protection laws.

Ensure any international data transfers comply with appropriate safeguards.

5. Consent and Notification

Confirm that all necessary consents have been obtained, especially if data is collected directly from individuals.

Ensure transparent communication about how personal information will be used.

6. Security Measures

Verify that appropriate security controls (for example encryption, access restrictions) are in place to safeguard data.

Conduct vulnerability or penetration testing where relevant, particularly for high-risk or sensitive projects.

7. Bias and Fairness

Evaluate potential biases in the data or AI model.

Implement measures to reduce discrimination or unequal outcomes.

8. Governance and Oversight

Identify who is responsible for approving and monitoring AI use (such as an ethics committee).

Establish escalation procedures to address ethical concerns or breaches.

9. Retention and Disposal

Define data retention periods in line with organisational policy and legal requirements.

Ensure safe, permanent deletion of data once it is no longer needed.

10. Ongoing Monitoring and Review

Plan how the AI system will be monitored for performance, reliability, and compliance.	
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Schedule regular reviews to address emerging risks or changes in legal and ethical standards.	
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11. Stakeholder Engagement

Involve key internal and external stakeholders (for example members, supporters, trustees) to gather feedback and increase transparency.	
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Communicate the purpose, benefits, and safeguards of the AI project to relevant audiences.	
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12. Approval and Sign-Off

Obtain final approval from designated decision-makers (for example senior management, trustees, or an ethics committee).	
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Document final decisions and maintain records for audit purposes.	
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Following this checklist helps protect privacy, ensure legal compliance, and uphold ethical standards, preserving the trust of our members and supporters while enabling responsible innovation in AI.