



IsITethical?

Collaborative Ethical Impact Assessment: Cards

A3 PRINT AND PLAY EDITION
VERSION 1.0

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Collaborative Ethical Impact Assessment: Cards

IsITethical Cards supports designers and teams to EDI and ethical self-assessment. The cards can be played as collaborative (team or pairs) activities.

Players would need a real project proposal and/or project scope that easily identify project stakeholders, partners, participants and/or beneficiaries.

Players will map out EDI and ethical values on the activities of the project: what they think is important at this stage for responsible practice – considering people, things, places, spaces, information, narratives and language. The cards guide designers to reflect, priorities, identify, and discuss with the objective of creating a context-specific ethical impact framework for the project.

This tool can be used to scope at the beginning of the project but also encourages mid-project reflection and evaluation after the end of the project.

IsITethical? Cards were developed as IsITethical framework and tool for supporting collaborative ethical impact assessment in the context of Public Safety Communications Europe. The tool has been widely used and iterated in research and consultancy in the industry context, and in academic knowledge exchange. It was adapted for pedagogical use and supported Design and Social Innovation for students and projects.





Instructions

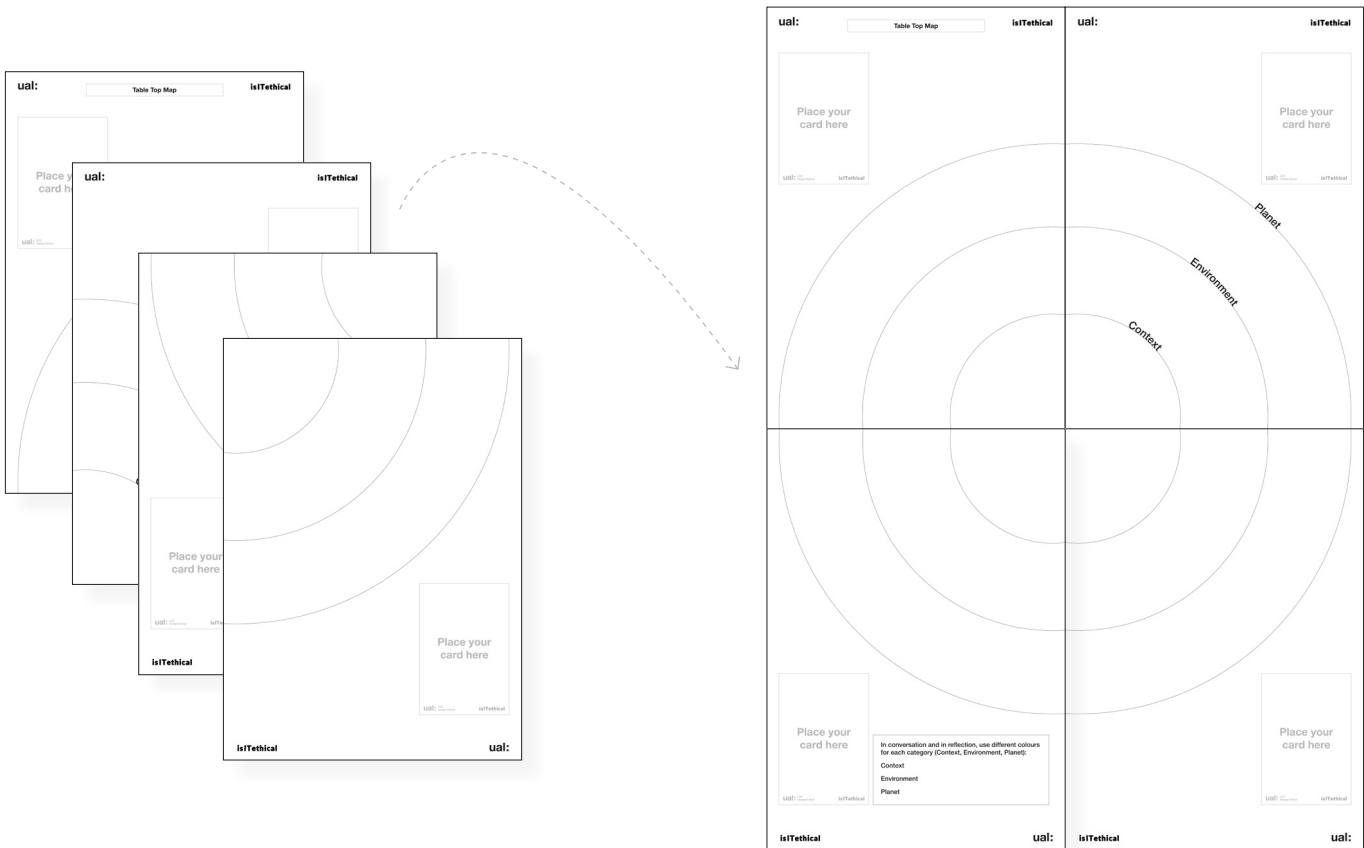
This activity in teams 4-6 people (per set). Print A4 (recommended) or A3.

Aim: To collaboratively create an EDI and ethical framework specific to the project. Participants do this by playing cards, discussing, reflecting, discerning and selecting the most important value cards for each of the template' categories. The first 3 categories in the template follow the main sections of the academic research ethical impact assessment, with emphasis on EDI. The last two categories follow the two added categories: 4) Positionality and 5) Open Collaboration.

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How to use the cards:

- 1
- Tabletop Map could be printed out or drawn on a bigger piece of paper/board. In the map include ‘Things, Information and People’ involved in the project. Write the project name in the center.





How to use the cards:

- 2 Collaboratively, the team start by mapping the project on the 'Tabletop Map' with attentions on 1) Context (researchers, team, stakeholders, participants, beneficiaries, users, partners, end users, etc. 2) Environment: artefacts, things and places that the project involves. 3) Planet: stages or phases, narratives, theories, hypothesis, language – key words. Those are important things in the project. Use a different colour for each category when using the map.
- 3 Distribute three value cards to each team member. And participants start playing in turns in the direction of the clock: in each turn participants would have to take collaborative decisions.

TURN: Participant either places a card on one of the corners of the Tabletop Map* or discharges a card. After either placing or discharging, participants must pick another card so after each turn, there are always 3 cards on hand, until the deck is finished.

 *When the 4 corners of the map are already covered by a card, participants must discuss what card should be “covered” (or discharged) to make room for the new card, or if the new card is by consensus not as important and goes to the discard pile. Participants may offer arguments for the decisions in relation to the map.
- 4 Once the Card Deck ends, and the team has the final 4 cards covering each corner of the Tabletop Map, participants can refer to the booklet to identify what category the 4 cards belong to.
- 5 In the last page of the booklet there is a template to place the final selection of value cards which should contain at least one card per category.

If there is one of the 5 categories without a card, select the card from that category that would be most relevant for the project. To end the game, each of the 5 categories should contain one isITethical? Card.

Place your
card here

Place your
card here

Planet

Environment

Context

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Place your
card here

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Place your
card here

In conversation and in reflection, use different colours
for each category (Context, Environment, Planet):

Context

Environment

Planet



Accessibility

- Access to people and information – e.g., readability, navigation, openness
- Access to technologies that make it possible for any user to engage with the system being created.
- Access in terms of affordability and cultures of practice, how affordable is your system to all potential stakeholders.

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Accountability

- Capacity to stay answerable for one's design choices, actions and expectations.
- Capacity of design, technologies, and services to account for their affordances in an intelligible way
- How does the design integrate spaces and capacities to respond to the unknown?

JUSTIFYING EXCLUSION
TRANSPARENCY OF DATA PROCESSING

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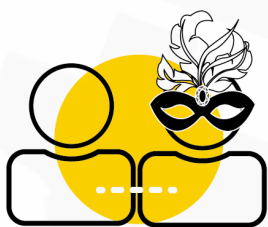
Adaptability

- Capacity of the design to withstand the need for change, exception, improvisation as collaborations shift over time.
- Two features are important: flexibility and reversibility.

FLEXIBLE DESIGN
OPEN FOR NEW ADOPTIONS
NEW PARTNERSHIPS

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Anonymity

- Reflect on how anonymity might support trust or distrust
- Anonymity might apply to people and processes.
- The practice of pseudonymity ensures use a service without disclosing one's identity, while remaining accountable
- Who benefits most from anonymization?

PERSONAL DATA PROTECTION
ACCOUNTABLE ANONYMITY

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Autonomy

- All stakeholders need to be able to maintain autonomy in order to properly collaborate and meaningfully participate.
- Collaboration should not require one organization, community or individual to give up control or lose their voice to achieve a shared ideal.

CROSS-SECTOR TENSIONS
NEW PARTNERSHIPS

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Beneficence

- Avoid harm for people and for environment.
- Support user competence in engaging with a diversity of information.
- Manage information transactions such the welfare of the subjects and users are safeguarded.

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Co-operation

- Organisations, states, and persons should co-operate, regardless of political, economic, social and cultural differences to strengthen disaster resilience, security, and human rights. They should also interact according to their capacities.
- Establish information sharing agreements
- Inform and enable participation from all relevant parties
- In interactions, provide clarity of purpose

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Consent

- Offer real choice and control over collection and processing of data.
- Ensure that data subjects have a clear understanding of ways their data are being collected, processed and stored, and the ways they withdraw consent.
- Consent does not absolve research accountability for ways data is used.

TRANSPARENCY
FACILITATING COMMUNICATION

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Collaboration

- In your project team, establish communication mechanisms.
- Reflect on the disciplinary background and mindsets of all stakeholders
- In all interactions and engagements provide clarity of purpose, some activities are common in our practice and rare in others.
- Integration of mechanisms and spaces to discuss different stakeholder goals.

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Data Protection

- Clarity about the points at which your design requires data collection, e.g., name, age, gender, address.
- Mechanisms for data subjects and stakeholders to exercise control over data.
- Clarity of what kinds of data (and how much of it) needs to be shared, with who, and why.
- Use only secure platforms to storage, process your data (One Drive), be careful of data leakage via messages and platforms.

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Dignity

- All stakeholders are treated with respect, accounting for their own cultural understanding of dignity.
- Proactively avoid reproduce stereotypes and cultural assumptions.
- Be open to other modes of knowledge and assure all research methods are horizontal
- Identify the need of the user, rather the impose alien visions or perspectives.

**POSITIONING AND REPRESENTATION
WELL-BEING IN COLLABORATION
PRIVILEGE AND POWER**

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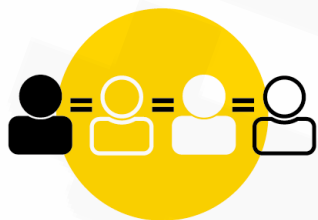


Diversity

- Leaving sufficient implementation room for national diversity and flexibility; translation between roles, languages, IT systems and considerations on data sharing structure.
- Provide support for translation between roles, languages, situations, and IT systems.
- Consider how data sharing structures address diverse needs and perspectives.
- Make visible and available differences in practices and meanings.

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Equality

- Ensure your design does not contribute to further social inequalities.
- Ongoing assessment and identification of institutional or technological biases that might be inadvertently introduced to your design practices.
- Fair contributions and access, representations and attention to all stakeholders.

**REPRESENTATION AND POSITIONING
SOCIAL AND DIGITAL DIVIDES**

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Fairness

- Fairness and neutrality are not equal: fairness might mean technological innovation should be arranged so that most benefit goes to the least advantaged.
- Consider how the technologies and practices may affect inequalities.
- Offer opportunities for voice different perspective and hear responses.

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Humanity

- The principle of no harm: Prevent and alleviate suffering.
- Particular attention to the vulnerable.
- All people should be treated with respect, tolerance and compassion, regardless of their behaviour, politics or attitudes.
- Human interests cannot be harming other species or the environment.

**MULTI-SPECIES / MORE-THAN-HUMAN
SUSTAINABILITY**

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Impartiality

- Information sharing measures should be implemented without any favouritism between or within the population groups concerned. Priority in action should be given to the most urgent cases of distress or most urgent needs for sharing.
- Make decisions based on genuine need alone.
- Protect individuals and groups against actions interfering with rights, entitlements, and human dignity.

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Inclusiveness

- Avoid technology dependency
- Be aware of how people, technology, and resources compete with each other.
- Including a wider range of resources means greater needs for management.
- Sharing everything with everyone clogs decision lines and confuses signal with noise, be clear on the reasons for exclusion.

**JUSTIFYING EXCLUSION
MULTIPLE PERSPECTIVES**

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Informational self-determination

- The right of an individual to know when and to whom disclose personal data. In some European constitutions, the right to informational self-determination is understood to be part of basic rights to freedom, which are inviolable.
- Support people (populations affected by disasters, responders, volunteers) in knowing what kind of data are collected and how they are being used.

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Justice

- Preservation of the rights and welfare of the individuals and communities involved, ensuring that information sharing practices are responsive to the needs of those involved.
- Treat each person involved in or impacted by the interaction (both sources and users of information) as having equal rights as all others.
- Arrange any inequality arising from technological practices to bring the greatest benefit for the least advantaged.

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Non-discrimination

- Reflect on your position, your biases, your privilege and of the subjects involved in your research.
- Avoid any decisions that lead to inequality based on race, ethnicity, religion, gender, age, Disability, or sexual orientation, class or any other status.
- Provide mechanisms to support the freedom to express different points of view.

PRIVILEGE AND POWER
DECISION MAKING

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Privacy

- Be aware of implications of the law, algorithms that manage the law, and persons that interpret the law.
- State clearly the intentions for what privacy provides and to what effect.
- Beyond Data Protection: consider private life, private spaces, private property.
- Be aware privacy does not cover injustices.

HUMAN RIGHTS
PRIVILEGE AND POWER

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Proportionality

- Ensure that risks of methods involved are proportional to the expected benefits.
- The principle is related to data minimization.
- Breaching any ethical principle must be proportional to public safety or community well-being.

JUSTIFYING EXCLUSION
DATA PURPOSE

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Purpose Limitation

- Ensure that you only collect, process and store the necessary amount of data to achieve good design.
- Reflect on the right amounts of users and stakeholders needed to meet your goals.
- Make sure your design is appropriately framed with the resources and time you can manage.

RELEVANCE / PURPOSE OF DATA
DECISION MAKING
PROJECT MANAGEMENT

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Respect

- Guarantee that your stakeholders are never treated as means to an end.
- Consider the value systems of all parties involved.
- This includes tolerance of differences, recognitions of the rights of others.

CONFIGURING AWARENESS
ARTICULATION OF WORK
REPRESENTATION OF DIFFERENCE

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Responsibility

- Be responsive in accordance with the duties of your role.
- Ensure that there are established and meaningful ways for redress when things go wrong.
- This includes considering how actions could impact stakeholders and users, as well greater society and the environment.

SUSTAINABILITY
DECISION MAKING

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Security

- Ensure all measures are in place to protect security of users and stakeholders: informational, physical and mental security.
- Ongoing assessment that your design does not infringe upon security.
- Security needs to balance the right to privacy, civil liberties.

WELL-BEING IN RESEARCH
HEALTH AND SAFETY
CONFIGURING AWARENESS

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Solidarity

- Share responsibilities and benefits equitably, regardless of political, cultural, economic differences.
- Consider whether there is value in contestation and conflict and ensure the service is able to respond to the contestation.

WELL-BEING IN COLLABORATION
HEALTH AND SAFETY
CONFIGURING AWARENESS

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Stewardship

- Internal project management.
- It is related to openly discussing and updating ethical research plans.
- Select to work with most sustainable materials, resources and impact.
- Be sensitive to both the short and the long-term implications of your design activities.

**WELL-BEING IN COLLABORATION
DATA PURPOSE
SUSTAINABILITY**

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Self-determination

- The means that the project support individuals to have control over their own life.
- Concealing data processing, closing access to internal mechanisms in systems created, or creating dependance or monopolizing options, attempt to self-determination
- It is related to the rights of subjects to share or not their information

**OPEN COLLABORATION
DECISION MAKING**

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Sustainability

- Avoid harm to people and environment.
- Proactively weigh risks and benefits avoiding the distribution of risks among the most vulnerable and the distribution of benefits only amongst the better-off.
- How do stakeholders sustain benefits from the Design Research?

**DECISION MAKING
DIFFERENT PERCEPTIONS OF RISK**

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Transparency

- Integrate technological and social mechanisms to share the inner-workings of the design.
- Support users in understanding the inner logics and functions of your design, including the classification systems, taxonomy, access controls, etc.
- Make user engagements visible

**DECISION MAKING
ARTICULATION OF WORK**

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Trust

- Consult others when there are uncertainties
- Configure spaces for vulnerability
- Identify positive expectations and enable them to be regularly met.
- Integrate mechanisms for response in your design.

**ACCESS AND FAIRNESS
RESPONSE-ABILITY**

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