



Respectful • Trusted • Transparent

Quick check-in

Use these questions to quickly check any collection or use of people’s data or information. These are some of the top-level concepts or actions to think about. You can find more in-depth tools and advice in the DPUP toolkit: digital.govt.nz/dpup/toolkit.

Have you:	Yes	No	N/A
Made sure the purpose for using people’s data or information is clearly connected to improving the lives of individuals, whānau, iwi and communities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respected and upheld the mana and dignity of those whose data or information you use by:			
• listening to their views about what their data and information means to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• including them in decisions about what you’re doing and why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• making a plan to let them know the results or outcomes of using their data or information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• guarding against data and information being misinterpreted, or used in a way that might reinforce prejudice or bias, especially sensitive information or information that has cultural value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empowered the people whose information or data you collect or use by:			
• giving them explanations about what data or information is needed, how it will be used and why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• giving them as many choices as possible over who sees their data and information and how it’s used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• making sure they can easily access their personal information and ask for corrections to it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supported trust and collaboration with others (for example, other teams, agencies, professionals, cultural experts, frontline staff, community representatives) by:			
• including them in decisions about what you’re doing and getting their views on how fair and reasonable it is to use this data or information in this way, for this reason?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• making a plan to share insights, findings, data and analysis with them for their benefit and the benefit of those they work with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• building capacity and capability to use data and information safely and usefully?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>