Technology and Data Impact Assessment form

This form can be used by employers to consider the impacts of technology or data collection, processing and use. See more information on risks and measures to address risks following this form.

A. Overview of technology and/or data collection, processing and use

Describe the technology and/or data collection and processing. How will the technology or data be used?

Check the capabilities that apply to your technology.
☐ Image and object recognition: Analyze large datasets to recognize, classify and identify context of an image or object.   ☐ Text and speech analysis: Analyze large datasets to recognize, process, and tag text, speech, and voice.   ☐ Risk assessment: Analyze large datasets to identify patterns and courses of action and potentially trigger particular actions.   ☐ Content generation: Analyze datasets to categorize, process, personalize and develop content.   ☐ Process optimization and workflow automation: Analyze datasets to identify anomalies, cluster patterns, predict or optimize outcomes, and automate workflows.   ☐ Other (please specify): _____

What is the purpose of implementing the technology or collecting, processing and using the data? (What do you want to achieve? What is the intended effect?)

Could the purpose of implementing the technology or collecting, processing and using the data be achieved in another way?
What person or department is responsible for oversight of technology use or data collection, processing and use?

B. Questions for the collection, processing and use of workers' data

Where will workers' data be stored?
How long will the data be stored to fulfill its purpose?
How often will the data be reviewed? When will the data be destroyed? How will the data be destroyed?

C. Risk mitigation plan for technology and/or data collection, processing and use

Description of risk (describe the risk and potential impact on individuals)	Likelihood of harm (remote, possible, or probable)	Severity of harm (minimal, significant, or severe)	Measures that will be implemented to address risk

Technology and data impact assessment background

Types of risks associated with technology and/or the collection, processing and use of data

- ☐ Bias and fairness
- ☐ Privacy violations
- ☐ Surveillance and monitoring
- ☐ Job displacement and/or job change
- ☐ Health and safety impacts on workers
- ☐ Increased workload and work intensification
- ☐ Lack of autonomy, agency, or dignity for workers
- ☐ Increase in repetitive tasks, rather than diversified work
- ☐ Low quality algorithmic decisions
- ☐ Lack of transparency and explainability of technology and data collection/use
- ☐ Lack of training for workers
- ☐ Lack of accountability and oversight of the system
- ☐ Dependency on AI systems that results in major problems if system malfunctions
- ☐ Environmental impact

Types of measures that can mitigate risks associated with technology use and/or the collection, processing and use of data

- ☐ Consulting with the workers, the union and anyone else affected.
- ☐ Piloting the technology use and/or data collection, processing and use.
- ☐ Ensuring a human is always in control of decision making.
- ☐ Conducting an audit to identify bias.
- ☐ Ensuring the employer and the union understand how the technology works.
- ☐ Providing recourse for anyone experiencing problems with the technology or data collection.
- ☐ Storing the data on servers located in Canada.
- ☐ Preventing third parties from accessing workers' personal data.
- ☐ Having a privacy by design or by default approach.
- ☐ Using cybersecurity measures to prevent accidents (health and safety) and data leakage.