AI transparency for deployers checklist

You should aim to be transparent about:

☐ why/how AI is being used.

☐ when users or their data are, or will be, interacting with an AI system or AI-generated content

☐ when user/AI interaction may influence decisions about an individual or a group

It is also useful to set out:

☐ how an AI system may have been selected or procured, where applicable

☐ how training data was obtained or accessed, if possible

☐ general information about the AI system, including model performance metrics where possible (for example, around accuracy)

☐ how the AI system is being monitored

☐ identified risks and how they are being managed

☐ company AI policies and broader data use policies and guardrails

☐ how to provide feedback, report an issue, make a complaint, or request a correction

Additionally, consider being open and transparent about:

☐ what data is being used

☐ what measures are being taken to ensure data quality, sovereignty (where appropriate), security and accountability

☐ where data is being stored (i.e. jurisdiction)

☐ if/how data can be corrected or erased

☐ governance arrangements in place, including if and how Māori have been consulted, and views represented

For more details and tips, Responsible AI Guidance for Businesses is available at mbie.govt.nz