Ethics & Data Minimization Guide

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PRINCIPLES

We treat minimization as an engineering constraint, not a slogan.

- Collect only what you can justify.
- Prefer aggregation and redaction to identifiers.
- Document boundaries and retention upfront.
- Keep the evidence chain: logs, decisions, audits.

WORKFLOW

Intake workflow
- Define purpose, population, and fields
- Classify risk tier (low/medium/high)
- Choose storage + access controls
- Run a minimization review before analysis
- Record decisions in the project log

CHECKLIST

Before you collect data
- What is the minimal schema?
- Do you need free-text fields?
- What is the retention window?
- Who has access, and why?
- What gets published, and in what form?