



Liverpool City Region Community Data and AI Charter guide for data professionals



Welcome to the Liverpool City Region (LCR) Community Data and AI Charter guide for data professionals.

In March 2025, 59 residents of the Liverpool City Region took part in an Assembly on the direction of data and AI innovation in the region. They designed a set of 11 principles on what beneficial and trustworthy data and AI innovation looks like. These principles form the Liverpool City Region Community Charter on Data and AI.

We've developed this short guide to help data professionals align their projects to the Charter.

Thank you for becoming a signatory of the Charter and committing to trustworthy AI practices!

If you haven't already signed up, you can do so by emailing cdc.info@liverpool.ac.uk.



The Liverpool City Region Community Charter on Data and AI

These 11 principles outline the views of 59 Liverpool City Region residents on how data and AI can work for their community. We call this 'civic data', as it describes information that is used or generated by civic organisations, such as Local Authorities, third sector or the NHS, even if the data system is owned by a commercial entity.

The principles do not take the place of legal responsibilities. However, they ask that human integrity and dignity be the core values for the use of data and AI in the region. Residents want the Liverpool City Region to lead the way in community-focused data and AI, but for this to succeed our use of data must be trustworthy. The principles describe how to put trust into practice.

Some principles may already be standard operating procedures for organisations. In these cases, the Charter outlines where residents would like to know more about what is already happening.

Following the Charter will support innovation both in data and AI and in radical transparency on how these technologies are used.

Civic data and AI projects fail when they are unclear, untrustworthy, and short-sighted. Follow these principles to help prevent that from happening.

We expect all partners who sign up to the Charter to adhere to these principles.

Principle #1 Beneficial: Use data and AI for the good and benefit of the community and the Liverpool City Region (LCR). Where possible, benefits should reach wider society as well.

Principle #2 Security: Ensure that the Five Safes (Safe Data, Projects, People, Settings, and Outputs) and the UK General Data Protection Regulation are being adhered to.

Principle #3 Accountability: Ensure accountability at all levels including a declaration of responsibility for each data and AI project.

Principle #4 Transparency: Inspire trust between organisations and residents by being honest in how data is collected, used, and implemented in projects.

Principle #5 Inclusivity: Promote fairness, universal access, and equity in the development of data and AI innovation. Ensure that diverse and affected communities are involved and heard throughout the life of the project.

Principle #6 Privacy: Protect the dignity, identities and privacy of LCR residents.

Principle #7 Legality: Keep up to date on legislation and policy changes with data and AI. Always abide by and adhere to the rule of law.

Principle #8 Trustworthy: Communicate on outcomes through a public register of data and AI projects. Flag projects which use AI to raise awareness.

Principle #9 Governance: Ensure that actions have consequences. Projects and people must recognise that innovation with data and AI has risks. Harms and risks must be appropriately managed throughout the lifecycle of a project.

Principle #10 Balanced Innovation: Use Data and AI to drive innovation in the LCR. But, counteract negative impacts on the environment and wellbeing of future generations. Where data and AI negatively impact employment make sure this is offset by upskilling and benefits to community. Bureaucracy should not stifle community benefit.

Principle #11 Oversight: An independent review takes place at minimum every two years on partners' use of the Charter. Changes to the Charter are informed by this review.

How-to guide for data professionals

This form should be used at the start of a project.

However, good practice should be considered at every stage from procurement to implementation. The questions below will help you map this out.

As part of the Charter, it is mandatory to report on data projects and outcomes in a public register. This form can be used to support that.

How to fill this in:

1. Write in plain language. Don't use acronyms or jargon.
2. Where possible, keep answers to under 150 words.
3. Please fill in all sections. If you are unsure if something applies to you, note that down.

A note on data security and privacy

Keeping data secure and maintaining privacy is vital to existing organisational responsibilities. It is also key to trustworthy data and AI practice. This form does not tell you how to do this, but we ask you to share your procedures and plans where possible.

In general, know your responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. AI is an area of law that is constantly changing. Keep up to date with new legislation and changes relevant to you.

A few tips:

- Ensure you are trained in and follow the Five Safes guidelines where relevant.
- Ensure you understand your reporting responsibilities in the case of a data breach.
- If working with health and care data, ensure you know who your Caldicott Guardian is and what their responsibilities are.



About your project

Project title or name:

Describe the purpose(s) and any intended outputs of your project:

About your organisation(s)

List all organisations involved in the project and what type (academic, public service, voluntary sector, commercial, etc.)

Describe your organisation in one-line and list any relevant links

- If you are a commercial organisation, what is your mission statement?

Documenting your project

Encourage systems of continuous documentation for data use and model development. Documenting metadata can help you understand the characteristics of your data, enhance traceability, verify data quality, and help mitigate bias.

- Clearly assess and report on the structure, potential uses, and limitations of datasets, including demographic biases.
- Examples of useful tools: model cards, datasheets, AI service fact sheets, and data version controls.

Describe the intended or existing inputs of your system, model, or research

- What kind of data sources will you use?



How will you build detailed records for your project on...

- what data you're using and its potential biases?
- your methodology and any changes/updates to algorithms?
- bias and fairness in your data and algorithms?



How are you documenting your project's compliance with relevant UK data protection legislation?

This includes data privacy and security measures. You can provide links to existing processes and documentation, such as data privacy impact assessments.



How are you documenting your compliance with the Five Safes?



Tracking benefits

All projects must prioritise public benefit to comply with the Charter, especially in areas identified by LCR residents. If you'd like to know more about resident priorities, read our report at <https://livrepository.liverpool.ac.uk/3193485/3/CDCCommunityCharter.pdf>.

What is the intended benefit of your project?

- **Who** will benefit and how?
- **How** will you know the benefit has happened? How will that be evaluated?

How are you involving the beneficiaries or end users in your project?

Think about:

- When will you involve beneficiaries – before, during, or after the project is complete?
- How will you involve beneficiaries e.g. workshops, citizens' assemblies, peer review?
- What is the intended impact of your involvement work? What are the opportunities and space for change?
- How are you ensuring you engage with underrepresented communities?

Mitigating harms

LCR residents are concerned about a range of potential harms of data and AI projects. In particular, the Charter includes concerns about balancing benefits with environmental, social, and employment costs. Please answer the following to the degree that you are able.

What are the potential harms from your project?

- Who is most at risk of being harmed and how? Consider the perspective of users, public/patients, and other impacted groups.
- What about wider social impacts?

How does your project consider potential environmental costs?

- What amount of compute and energy will be required to train and run the system? Other impacts from software, hardware, or equipment?

How might your project impact employment?

- Do you have any plans for offsetting negative impacts, e.g. retraining or upskilling?

How will you mitigate harms?

- How consequential or immediate is this harm?
- How difficult is it to mitigate?
- What are your harm mitigation plans?

Thinking of the harms you've identified, who is responsible for...

- correcting and updating algorithms?
- monitoring algorithms that are in use (for implemented tools)?
- training front-line staff on algorithm use, benefits, and limits (for implemented tools)?

Communicating your project and outputs

How will you communicate with beneficiaries and end users on what you are doing during the project?

What (if any) are your plans for communicating your finished or implemented output?

- How will you communicate positive outcomes to beneficiaries and end service users?

What are your plans for communicating to beneficiaries and service users who are responsible for monitoring implemented tools?

- How will you provide information on what kind of AI tool your project/output uses?
- How will the contact details of responsible persons be shared?
- What measures are in place to keep this information up to date?

Please ensure all communications are in plain language.

How will individuals or communities impacted or using your system be able to contest its findings?

How can they appeal? Are there options to refuse participation or use?

We hope this helped guide
your thinking on how to
make your project more
trustworthy and beneficial
for the Liverpool City Region.

If you have questions, please contact
cdc.info@liverpool.ac.uk.



Here are some helpful resources we have used in developing this work and guide:

Ada Lovelace Institute's Algorithmic Impact Assessment in Healthcare:

<https://www.adalovelaceinstitute.org/project/algorithmic-impact-assessment-healthcare/>

Data Justice Lab's Critical data literacy tools for advancing data justice: A guidebook and Public Sector Toolkit:

<https://datajusticelab.org/wp-content/uploads/2020/06/djl-data-literacy-guidebook.pdf> and https://datajusticelab.org/wp-content/uploads/2021/06/PublicSectorToolkit_english.pdf

Datasheets for Datasets:

<https://arxiv.org/abs/1803.09010>

Data Version Control · DVC:

<https://dvc.org/>

IBM Think Explainers:

<https://www.ibm.com/topics>

Involve UK Methods Resources:

<https://www.involve.org.uk/resource/citizens-assembly>

Local Government Association's AI Hub:

<https://www.local.gov.uk/our-support/cyber-digital-and-technology/artificial-intelligence-hub>

Our Data Bodies' Digital defense playbook:

Community power tools for reclaiming data:

<https://www.odbproject.org/tools/>





LCR Residents' Assembly on Data and AI Innovation

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The Liverpool City Region Civic Data Cooperative (CDC) organised and ran the Assembly. The NHS Cheshire and Merseyside Data into Action programme, the Liverpool City Region Combined Authority, and the University of Liverpool's Civic Health Innovation Labs jointly convened the Assembly. The Liverpool City Region Combined Authority funded this work through the CDC.

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