

Data Rights & Provenance SOW Checklist

Use it: Before collection, onboarding or data transfer begins.

Rights, consent, handling and hand-offs are usually assumed rather than written down, and the gap only surfaces once material is moving. This checklist produces a provenance schedule for the statement of work, with a named owner against every decision.

WHAT IT PRODUCES

A provenance schedule for the SOW: permitted use, a named owner per activity, and the record that stays with each item as it moves.

THE CHECKLIST

This is an operational scoping aid, not legal advice. Use it to make permitted use, consent responsibilities and every hand-off visible in the SOW.

ASK THIS	A USEFUL ANSWER IS SPECIFIC ABOUT	WHAT THE ANSWER ACTUALLY TELLS YOU
What use of the material is actually permitted?	The intended use, any limits on reuse or derivative material, and who must confirm a use that falls outside the stated purpose.	Whether the planned work fits the permission you have, or needs a separate decision.
Who owns each privacy, consent, metadata and quality decision?	One named side for every activity, written into the SOW rather than left in an assumption.	Whether a sensitive responsibility has a real owner.
What contributor information is needed, and why?	Eligibility, the consent record, the minimum metadata needed, and who may access it.	Whether recruitment can begin without collecting unnecessary or unsupported information.
Who may configure or operate the capture setup?	The permitted operator, device boundary, and any restriction on passive capture or outward-facing equipment.	Whether the collection setup matches the agreed privacy boundary.
How does material move from collection to delivery?	Each sender and receiver, the permitted transfer method, and the record kept at every hand-off.	Whether the chain of custody can be followed without reconstructing it later.
What happens when an item fails a handling or consent condition?	Whether it is stopped, flagged, returned, or escalated, and who can make that decision.	Whether exceptions have a safe route or will be improvised during delivery.
What will prove the source and treatment of an item later?	The provenance record that stays with the item or batch as it moves through the work.	Whether the buyer can explain where the material came from and what happened to it.

If one row here is hard to answer for your project, send us that row — you'll get a written answer within one working day, from a person, with no meeting and no follow-up unless you ask.

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