**Case study submission form for organisations**

Thank you for taking part in this review. Your submission will help build a better understanding of how data science is being, or may be, used by IFoA members and the organisations employing them. In turn, your participation will help inform enhancements to the resources the IFoA puts in place to support to members.

For the purposes of this review, data science is intended to encapsulate both the use of large and complex datasets, as well as the Artificial Intelligence modelling techniques used to analyse and utilise such data.

This form is for organisations participating in the review. You can provide an individual response using the [Case study submission form for individuals](https://forms.office.com/Pages/ResponsePage.aspx?id=vrU_XK2tDkuSD433-d6sdOxvEjpeT3tNupESRV5bAO5UME02RzlFU0JJMU5NQzZZSkFVRkI3MDFFVSQlQCN0PWcu).

**How to take part**

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| **1** | **Select case studies** | Select appropriate case studies or use cases (up to 3), which illustrate examples where data science / AI is developed (or may be developed) and used by IFoA members working at your organisation. |
| **2** | **Select work examples (optional)** | We would ask participating organisations to consider submitting examples of actuarial work, such as committee papers or reports, with their case studies as this will enhance the review work. Those providing examples of work with their submission will receive bespoke private feedback. |
| **3** | **Redact and rename** | Ensure that no individual(s) or third-party organisation(s) can be identified from examples of work. |
| **4** | **Complete form** | Please complete the general section of this form (page 2) providing information about the organisation, along with the relevant pages for each case study being covered (page 3 onwards). |
| **5** | **Set-up data transfer** | We will set up a secure data transfer folder for you on [Egress](https://www.egress.com/). This will allow you to upload files to a secure location to which only the IFoA Review Team and persons selected by you will have access. [Egress](file:///C:/Users/local_cargillS/INetCache/Content.Outlook/16RVTTIQ/Egress) is more secure than email and very easy to use. You can request an [Egress](file:///C:/Users/local_cargillS/INetCache/Content.Outlook/16RVTTIQ/Egress) folder from the IFoA Review Team ([reviews@actuaries.org.uk](mailto:reviews@actuaries.org.uk)). |
| **6** | **Sign undertaking** | The IFoA will put in place a [Confidentiality Undertaking](https://www.actuaries.org.uk/documents/review-confidentiality-undertaking) for each organisation taking part in a thematic review. For organisations which have taken part in a previous thematic review, the undertaking signed at that time will continue to apply. If you are taking part in your first thematic review and you have not already received a pre-signed [Confidentiality Undertaking](https://www.actuaries.org.uk/documents/review-confidentiality-undertaking), please get in touch ([reviews@actuaries.org.uk](mailto:reviews@actuaries.org.uk)). |
| **7** | **Upload** | Upload your Case study submission form and examples of actuarial work, and any [Confidentiality Undertaking](https://www.actuaries.org.uk/documents/review-confidentiality-undertaking) to [Egress](https://www.egress.com/). |

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| **Protecting your information – our emphasis on your confidentiality**  We appreciate that you may have commercial concerns about submitting examples of actuarial work and we therefore place great emphasis on confidentiality. We do this by ensuring: access to submissions is restricted within the IFoA to the Review Team only; you can submit safely via our secure file transfer service [Egress](https://switch.egress.com/ui/signin.aspx?rt=https%3A%2F%2Fcollaborate.actuaries.org.uk%2Fesi%2F5be5abf402839068bee86cc0%2F&nonce=6f3c32a2-38af-484d-adcd-eb625bf04353&wrtoken=https%3A%2F%2Fcollaborate.actuaries.org.uk%2Fesi%2F5be5abf402839068bee86cc0&wrsubject=Egress+Secure+Workspace&post=1); and all submissions are covered by the IFoA’s [Confidentiality Undertaking](https://www.actuaries.org.uk/documents/review-confidentiality-undertaking).  If you would like to discuss submitting work product with the Review Team, or the terms of our Undertaking please get in touch by writing to [reviews@actuaries.org.uk](mailto:reviews@actuaries.org.uk). |

We use the information you supply to assist with our review. When completing this form, please only include personal data relevant to your submission and that you are lawfully entitled to supply. Any personal data provided on this form, or otherwise, will be processed in accordance with UK data protection law and the IFoA’s [Privacy Policy](https://www.actuaries.org.uk/privacy-policy).

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| **1. Submission sign-off** | | | | | | | | | | | | | |
| **1.1 Declaration** | | | | | | | | | | | | | |
| In checking the box below I confirm that I am authorised by the Organisation under the terms of the [Confidentiality Undertaking](https://www.actuaries.org.uk/documents/review-confidentiality-undertaking) given by the IFoA to the Organisation to share with the IFoA any and all information about the Organisation pursuant to this review being undertaken by the IFoA and am lawfully entitled to provide the information requested and any personal data supplied on behalf of my Organisation. | | | | | | | | | | | | | |
| **Signed (by checking)** | | |  | **on behalf of** | | Click to respond | | | | | **(the Organisation)** | | |
| **Name** | | | Click to respond | | | | | | | | | | |
| **Job title** | | | Click to respond | | | | | | | | | | |
| **Date** | | | Click here to enter a date | | | | | | | | | | |
| **1.2 Preferences** | | | | | | | | | | | | | |
| When the review report is published on the IFoA website, are you content for your organisation’s name to appear in a list of participants? No details of any submission will be attributed to any organisation. | | | | | | | | | | | | | Please select |
| **1.3 Follow-up discussion** | | | | | | | | | | | | | |
| We will hold discussions with a subset of participants to understand more about the case studies and data science work. Would someone from the organisation be prepared to discuss this submission with the Review Team? If yes, please provide contact details, below | | | | | | | | | | | | | Please select |
| **Name** | | Click to respond | | | | | | | | | | | |
| **Email** | | Click to respond | | | | | | | | | | | |
| **2. About data science at your organisation** | | | | | | | | | | | | |
| **Personnel** | | Who carries out data science activity at your organisation? | | | | | | | | Please select | | | |
| **Domains**  Please tick all domains in which your organisation uses or is considering using data science | | **Banking** | | | | | **Finance and investment** | | | **General insurance** | | | |
| **Health and care** | | | | | **Life insurance** | | | **Pensions** | | | |
| **Risk management** | | | | | **Sustainability** | | | **Other** | | | |
| Click to list all other domains not included above | | | | | | | | | | | |
| **Locations**  Please tick all countries in which your organisation uses or is considering using data science | | **Australia** | | | **Canada** | | | **China** | **Hong Kong** | | | **India** | |
| **Ireland** | | | **Kenya** | | | **Malaysia** | **New Zealand** | | | **Singapore** | |
| **South Africa** | | | **Switzerland** | | | **UK** | **USA** | | | **Zimbabwe** | |
| Click to list all other counties not included above | | | | | | | | | | | |
| Please upload your completed form to Egress, as described above. If you have any questions about your submission or about using Egress, please contact the Review Team ([reviews@actuaries.org.uk](mailto:reviews@actuaries.org.uk)). | | | | | | | | | | | | |

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| **3. Case study 1** | |
| **3.1 Description of the data and model** | |
| High-level description of the data and model, and how they will be used? At what stage is the activity? | |
| Click to respond | |
| **3.2 Ethics and fairness considerations** | |
| How is this approached at your organisation? What are the key challenges? | |
| Click to respond | |
| **3.3 Data science governance** | |
| Please outline the governance at your organisation for data science projects and implementation. | |
| Click to respond | |
| **3.4 Regulation and standards** | |
| Please outline the regulations and standards, specific to data science activity, applicable in your jurisdiction. | |
| Click to respond | |
| **3.5 Documentation** | |
| Are you submitting examples of actuarial work or other documents with this case study?  Please list below the names of files uploaded to Egress with this case study | Please select |
| Click to respond | |

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| **4. Case study 2** | |
| **4.1 Description of the data and model** | |
| High-level description of the data and model, and how they will be used? At what stage is the activity? | |
| Click to respond | |
| **4.2 Ethics and fairness considerations** | |
| How is this approached at your organisation? What are the key challenges? | |
| Click to respond | |
| **4.3 Data science governance** | |
| Please outline the governance at your organisation for data science projects and implementation. | |
| Click to respond | |
| **4.4 Regulation and standards** | |
| Please outline the regulations and standards, specific to data science activity, applicable in your jurisdiction. | |
| Click to respond | |
| **4.5 Documentation** | |
| Are you submitting examples of actuarial work or other documents with this case study?  Please list below the names of files uploaded to Egress with this case study | Please select |
| Click to respond | |

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| **5. Case study 3** | |
| **5.1 Description of the data and model** | |
| High-level description of the data and model, and how they will be used? At what stage is the activity? | |
| Click to respond | |
| **5.2 Ethics and fairness considerations** | |
| How is this approached at your organisation? What are the key challenges? | |
| Click to respond | |
| **5.3 Data science governance** | |
| Please outline the governance at your organisation for data science projects and implementation. | |
| Click to respond | |
| **5.4 Regulation and standards** | |
| Please outline the regulations and standards, specific to data science activity, applicable in your jurisdiction. | |
| Click to respond | |
| **5.5 Documentation** | |
| Are you submitting examples of actuarial work or other documents with this case study?  Please list below the names of files uploaded to Egress with this case study | Please select |
| Click to respond | |