



PRE-FLIGHT CHECKLIST

A DroneRuels.eu PRO resource for drone pilots

DroneRules PRO Pre-flight checklist

About this checklist

This pre-flight checklist is intended as a check for privacy and data protection questions relevant to drone pilots before a drone takes flight.

This checklist is intended as an easy-to-consult document for pilots “on the go”. A completed copy of this document can illustrate whether piloting teams are aware of the following:

- The goal and context of the flight they are about to carry out
- The safeguards they need to implement in practice (e.g. informing bystanders, using appropriate flight paths and sensors); and
- Whether they are well-prepared to carry out the flight in a responsible manner.

After the end of the drone flight, a completed version of this document can help verify whether the flight was carried out in compliance with pre-determined privacy and data protection safeguards. In addition, this checklist may also serve as documentary proof of your organisation’s responsible operation of drones in the field and may form part of your internal procedures for a privacy-aware and data-protection-compliant drone operation.

Instructions

Answer questions in this pre-flight checklist from the sections that are relevant to you. Answer truthfully and to the best of your knowledge. If you do not know the answer to a question, do not answer it, but rather consult with your colleagues. You can also rely on documents developed specifically for this operation, such as any information directed to the public, e.g. Privacy Notices. If you need more space to elaborate your answers or refer to other documents, you can add pages to the end of this document.

This checklist was completed on in
(date) (location)

by
(names)

.....,

a(n)
(position)

with
(company name)

with regard to the following drone operation:
(details to identify the flight–name, code, location)

.....

Section 1. Are the piloting team and drone ready for the mission?	Yes	No	Elaborate / Refer to supporting documents
Has the piloting team received sufficient information about the surrounding area of the flight, including whether there are any no-fly zones in the area?			
Are geo-awareness or geo-fencing capabilities enabled, if available?			
If there are geo-awareness or geo-fencing capabilities, is the drone's database of geo-fenced locations accurate and up-to-date? Please elaborate when it was last updated.			
Are security features on the drone enabled to protect the drone from unauthorised control and data stored and transmitted by the drone from unauthorised access? Such features could include encryption, password protection of data links with piloting equipment, access controls for command and control functions.			
Is the piloting team aware of key operation details, including purposes of the drone mission, and where further information about data management practices can be found?			
Is the piloting team able to respond to questions and concerns by people on the ground and, where necessary, refer them to further information materials?			
Has the piloting team been trained in how to properly use and control the precise equipment and sensors being used, including turning sensors and data collection on and off during flight and discarding accidentally collected data?			
Have local residents, businesses, institutions and/or organisations been informed beforehand of the drone flight, its timing, purposes and contact information of the drone operator?			
Do you operate near or over private or semi-private areas? <i>(if yes, please fill in Section 2)</i>			
Are there buildings in the area which are potentially sensitive or which may deserve more detailed privacy considerations, such as kindergartens, schools, medical facilities, political institutions, religious buildings, elderly homes, refugee centres or prisons? <i>(if yes, please fill in the Section 2)</i>			
Are there likely to be uninvolved people in the area of your drone operation? <i>(if yes, please fill in Section 3)</i>			

Section 2. If the drone operates over or near private, semi-private or other potentially sensitive areas, answer the following questions:	Yes	No	Elaborate / Refer to supporting documents
Do you have the consent of the owners, inhabitants or other responsible persons of private or sensitive areas near your drone flight?			
Does your flight path minimise flying over or near private, semi-private or potentially sensitive spaces?			

Section 3. If there are people in the area of the drone flight, answer the following questions:	Yes	No	Elaborate / Refer to supporting documents
Does your flight path minimise flying over or near people?			
Does your flight plan consider at what time of day / night to fly so as to minimise the number of people on the ground?			
Does your flight plan include when to engage payload sensors and when to record data, so as to minimise any people captured?			
Have you taken steps to make people on the ground aware of your activities?			
- Is there a clearly marked launch site for your drone?			
- Are the members of the piloting team clearly visible and accessible on the ground?			
- Is the drone marked and clearly visible in the air?			
- Are there information resources and posters placed around the area of drone operation?			
- Has there been information communicated before the flight date, e.g. through local signs or advertisements?			
Is there a Privacy Notice or other similar information resource regarding this drone operation available online or offline and is the piloting team able to refer people on the ground to it?			

I hereby declare that the above provided information is accurate and true, to the best of my knowledge.

.....
(signature)