



7 July 2025

[Redacted]  
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Ref: OIA-2024/25-1001

Tēnā koe [Redacted],

### Official Information Act request relating to Generative AI guidelines

Thank you for your Official Information Act 1982 (the Act) request, the following part of which was transferred to the Department of the Prime Minister and Cabinet (DPMC) on 24 June 2025:

- *“Does DPMC have guidelines on responsible / ethical uses of Generative AI, or guidelines on the promulgation of AI-modified works? If so, please provide copies of these guidelines. For the avoidance of doubt, I am referring to guidelines that stipulate, for example and without limitation:*
  - *when AI-modified or AI-generated communications may be used,*
  - *what limitations should be used with them, and*
  - *the manner and form of disclosures of AI usage (e.g., a caption similar to the one required by s 204F of the Electoral Act).*
- *What oversight is provided within the DPMC to ensure the accuracy of Generative AI materials?”*

### Background

At DPMC, we currently use a tool called Paerata. This is a secure, generative AI ('GenAI') tool that has been developed for internal use and is hosted locally. It operates on ChatGPT-like technology within the Microsoft Azure environment.

Paerata's large language model (LLM) does not learn from the prompts and queries inputted, and each query can be deleted by users. It is accessible to all DPMC staff and is the sole approved AI tool for use within the organisation. Only DPMC information classified 'RESTRICTED' or lower can be entered into Paerata.

In terms of oversight, DPMC has a clear governance structure in place, which includes a staff-led working group and a GenAI policy that has been approved by the Executive Leadership Team.

### Information being released

I have decided to release the documents listed below:

Item	Date	Document description	Decision
1	02 December 2024	Paerata User Guidance	Release.
2	02 December 2024	Generative Artificial Intelligence (Gen-AI) Policy	Release.
3	5 December 2024	DPMC and NEMA Gen-AI User Guidance (from Intranet)	Release.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Nāku noa, nā,



Clare Ward  
**Executive Director**  
**Strategy, Governance and Engagement**

## Paerata User Guidance

<b>iManage reference</b>	4966503v2	<b>Approved by</b>	Clare Ward Executive Director, Strategy, Governance and Engagement Group
<b>Date approved</b>	2/12/2024	<b>Date for review</b>	1/06/2025

### Introduction

1. This guidance has been developed to support the safe, accurate and secure use of Paerata, a Gen-AI tool now approved for use at the Department of the Prime Minister and Cabinet (DPMC) and the National Emergency Management Agency (NEMA).
2. It should be read in conjunction with the [Generative Artificial Intelligence \(Gen-AI\) Policy](#) and the [IT and Communications Technology Acceptable Use Policy](#).
3. Paerata has been purpose-built with security and privacy in mind; unlike other publicly-available Gen-AI tools, Paerata does not feed information back to 'the cloud' and does not 'learn' from or train itself on the data we input. As Paerata has been developed in a way that 'ring-fences' the information we provide it, we are able to safely use it with information that we wouldn't be able to use with other publicly available tools.

### User Guidance

#### 1. Use only approved tools

- If you are using Gen-AI for work purposes or on DPMC/NEMA devices, you must only use approved tools.
- Paerata is currently the only Gen-AI tool approved for use at DPMC and NEMA.

#### 2. Protect classified information

- Paerata is approved for use with information up to and including RESTRICTED. Do not use Paerata for information classified above RESTRICTED.

#### 3. Protect personal information and privacy

- Do not input personal information, including your own, unless that is publicly available information (e.g., name and job title).
- Be alert to personal information that may be present in outputs and ensure that all relevant Privacy Principles can be satisfied. Refer to our Privacy Policy or contact the Privacy Officer if you notice anything unexpected or concerning.

#### 4. Use only approved content, and only in ways that have been approved

- Do not input commercially sensitive or legally privileged information into Paerata.
- Do not enter another agency's information, unless approved by that agency.
- Do not upload intellectual property (IP) or third-party publications to Paerata, unless you are clear that you are allowed to do so under any licence agreement.

Materials that have been produced by the Crown are safe to input as they are covered by Crown copyright, however caution is advised in relation to material published by third parties, for example papers accessed on a subscription basis. If you have questions about this, please contact CASS's Data and Information Management Team in the first instance.

- Treat with care any information that you have access to by virtue of your connection to DPMC/NEMA when using Paerata.

## 5. Ensure accountable humans make decisions about the use of Paerata outputs

- You remain accountable for your work. Apply all your regular good habits for rigorous research and analysis, e.g. review and edit output for accuracy and quality, verify sources, and test your thinking with others. It is vital that we assess all outputs to ensure they meet the intended purpose and audience of the work they are informing (e.g. policy papers) before we use them.
- Write good prompts (see [tips](#)) – this helps to get the information you want and avoid inappropriate or inaccurate outputs.
- What Paerata provides you may not reflect the full context of the issue you are working on, and you must always quality assure what it generates. Remember that Paerata and Gen-AI in general:
  - can hallucinate material and invent references,
  - works by predicting ‘the next most likely word’, so can sound factual when it’s not,
  - is unreliable at math,
  - doesn’t understand the nuances of our business, and
  - Paerata’s knowledge bank is from early 2023 (as at the time of writing. You may wish to query Paerata on the currency of its knowledge database.)

## 6. Ensure that DPMC/NEMA’s use of Gen-AI is transparent and accountable

- Use information (including that you provide in prompts) only in ways that would withstand public scrutiny if we were asked to report on our use of Gen-AI.

Do not use Paerata to draft speeches for Ministers or the Chief Executive (or any other public facing comms products where the use of AI would be problematic/embarrassing).
- If you use Gen-AI to produce a piece of formal work, you should make this clear, such as by including the statement ‘This document has been prepared with the assistance of Gen-AI’; or in a more formal document: ‘This paper was created with the assistance of generative-AI and may have helped in editing and / or content generation. Any references and points of fact have been verified by the author and quality assured.’

## 7. Mātauranga Māori

- If you use Paerata to assist with matters of tikanga or te reo Māori, be mindful that Paerata is not authoritative. Mātauranga Māori is a living knowledge system and is based on the lived experience of whānau, hapū and iwi.
- As such, we recommend that any piece of work where Paerata is used for matters of mātauranga Māori, you should seek further guidance from those who are able to appropriately quality check the output generated.

## 8. Remember Paerata and Gen-AI are only tools

- Gen-AI won’t always be the right tool for the job – the risks may outweigh the benefits, and humans are still better at some tasks (e.g. where information is implicit/contextual rather than explicit, like assessing the rationale behind decisions). You must be able to quality check or obtain a quality check for the output generated.

## 9. Report all incidents and concerns

- It’s really important that issues are reported quickly so that they can be managed, and we can learn from them. Check out the Paerata page on Kāinga for how to get in touch.

## Definitions

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- **Generative Artificial Intelligence (Gen-AI):** tools that can use prompts or questions to generate text or images that closely resemble human-created content. These tools work by matching user prompts to patterns in training data and probabilistically 'filling in the blank.' ChatGPT is the most well-known, free, example of a Gen-AI.
- **Hallucinate; hallucination:** instances where a Gen-AI model creates content that either contradicts the source or creates factually incorrect outputs under the appearance of fact.
- **Personal information:** The Privacy Act defines 'personal information' as 'information about an identifiable individual'. This is a very broad definition, which covers information in hardcopy, electronic, verbal or any other form.
- **Prompt:** instructions or examples you enter into a Gen-AI tool to produce a response

## Related Guidance

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Other documents and policies that should be read in conjunction with this guidance include:

- [Gen-AI Policy](#) (iManage 4971102)
- [DPMC and NEMA Gen-AI User Guidance](#) on Kāinga
- [Tips for writing good prompts in Paerata](#) (iManage 4971105)
- The Joint System Lead's [Interim Generative AI Guidance for the Public Service](#)
- [AI and the Information Privacy Principles](#) (Office of the Privacy Commissioner)
- [IT and Communications Technology Acceptable Use Policy](#) (iManage 551779)
- [Information and Records Management Policy](#) (iManage 4795726)
- [Privacy Policy on Kāinga](#)
- [Procurement Policy on Kāinga](#)
- [Protective Security Policy](#) (iManage 4342432)
- [Social Media Policy](#) (iManage 4280517)



# Generative Artificial Intelligence (Gen-AI) Policy

iManage reference	4968101	Date approved	2/12/2024
iManage version	1.1	Contact	Executive Director, Strategy, Governance and Engagement
Approved by	Ben King, Chief Executive, DPMC	Date for review	June 2025 This policy will be regularly reviewed a minimum of every 6 months, and updated to reflect new technological developments. The field of AI is rapidly evolving, and regular reviews ensure that the policy remains relevant and effective. This includes incorporating new best practices, addressing emerging challenges, and updating guidance as needed.

## Objective

1. This policy ensures that the Department of the Prime Minister and Cabinet (DPMC) and the National Emergency Management Agency (NEMA) deploy and use Generative Artificial Intelligence (Gen-AI) technology in a responsible, ethical and safe manner.
2. Responsible and ethical use balances the benefits of Artificial Intelligence (AI) innovation, while mitigating potential risks and maintaining security and safety. This policy sets out principles and responsibilities for adopting and using Gen-AI tools. This policy should be read with the [DPMC and NEMA Gen-AI User Guidance](#) for each approved tool.

## Principles

3. The principles that underpin this policy and give effect to it are:
  - a) **Balance** – the policy seeks to realise the benefits of AI and address the risks associated with its use.
  - b) **Integrity** – the policy seeks to ensure safe, ethical, and appropriate use of AI within DPMC and NEMA.
  - c) **Continuous Improvement** – the policy supports safe use of AI within DPMC and NEMA as tools and approaches evolve.

## Policy Statement

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4. DPMC and NEMA will:
  - a) balance the risk of the use of Gen-AI tools with the opportunity for streamlining internal processes and increasing efficiency,
  - b) adhere to the principles set out in this policy (**Appendix 1**) to support the ethical and safe use of AI within the agencies,
  - c) ensure robust processes and guidance are in place for the approval of Gen-AI tools. In doing this it will adhere to the principles set out in this policy (**Appendix 2**) and appropriate guidance when considering the approval of Gen-AI tools for use, and
  - d) provide staff with appropriate training and guidance specific to approved Gen-AI tools.
5. Staff must:
  - a) only use approved Gen-AI tools<sup>1</sup> on DPMC/NEMA devices,
  - b) comply and adhere to this policy and follow appropriate guidance associated with using Gen-AI tools,
  - c) comply with and adhere to our [IT and Communications Technology Acceptable Use Policy](#),
  - d) use any Gen-AI tool appropriately and in a responsible, ethical, and safe manner by maintaining the privacy and security of our information and people, and in accordance with the principles set out in this policy and associated user guidance ([Generative AI User Guidance](#)), and
  - e) treat with care any information they have access to by virtue of their connection to DPMC/NEMA when using Gen-AI.
6. Staff may use approved Gen-AI tools on DPMC/NEMA devices for reasonable personal use, if specified in the guidance for that approved tool and in line with our [IT and Communications Technology Acceptable Use Policy](#).
7. When using an approved Gen-AI tool, staff must not:
  - a) enter DPMC/NEMA information<sup>2</sup> above the appropriate classification standard required in the guidance for that approved tool,
  - b) input commercially sensitive, legally privileged, or intellectual property information, unless guidance for the approved tool specifies otherwise,
  - c) enter personal information, including their own, unless it's publicly available or guidance for the approved tool specifies otherwise, or
  - d) enter another agency's information, unless approved by that agency.

<sup>1</sup> Paerata is currently the only tool approved for use at DPMC/NEMA. If/when additional tools are approved, a link will be inserted here to a list of approved tools.

<sup>2</sup> 'DPMC/NEMA information' refers to information you only have access to by virtue of your employment at DPMC/NEMA.

8. Staff must not:

- a) input DPMC/NEMA information<sup>2</sup> into non-approved Gen-AI tools on work or personal devices,
- b) use non-approved Gen-AI tools on work devices,
- c) use DPMC/NEMA approved tools on personal devices for work or personal use, unless guidance for the approved tool specifies otherwise, or
- d) use Gen-AI tools on their personal device for work-related purposes.

**Applies to**

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- 9. This policy applies to staff whether developing, approving, deploying or using Gen-AI technologies at DPMC and NEMA. For the purposes of this policy, the term ‘Gen-AI technologies’ applies to all solutions, systems, initiatives, and technologies (together referred to in this policy as ‘tools’) that offer or contain any degree of Gen-AI technology that may or may not be directly funded by DPMC or NEMA.
- 10. This policy applies to everyone in DPMC and NEMA, including permanent, fixed-term, secondee, casual and agency temporary staff, consultants and contractors<sup>3</sup> including self-employed and independent contractors (together referred to in this policy as ‘staff’), regardless of position or seniority.
- 11. Personal use of Gen-AI tools on personal devices is outside the scope of this policy.

**Responsibilities**

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Role	Responsibilities
DPMC’s ELT Board	ELT Board is responsible for: <ul style="list-style-type: none"> <li>• making the final decisions to approve all Gen-AI technology uses and tools within the DPMC and NEMA,</li> <li>• granting exceptions to this policy (management override) only in exceptional circumstances, and,</li> <li>• ensuring the agency has appropriate policies and processes in place for the use of Gen-AI technology that reflect new developments, capabilities, and evolving ethical landscapes.</li> </ul>
Board Sub-Committee	The Board Sub-Committee will: <ul style="list-style-type: none"> <li>• review proposals for the safe implementation of new AI tools in DPMC and NEMA. It will provide advice to the ELT Board who will make the final decisions, and</li> <li>• receive regular reporting on non-compliances with this policy.</li> </ul>

<sup>3</sup> For the avoidance of doubt, the reference to contractors includes any Treasury staff, including permanent, fixed term, secondee, casual and agency temporary staff, self-employed and independent contractors, providing services to DPMC (or any departmental agency or functional Chief Executive hosted by DPMC) under the Central Agencies Shared Services (CASS) agreement.

Role	Responsibilities
<b>People Leaders</b>	<p>People Leaders are responsible for:</p> <ul style="list-style-type: none"> <li>ensuring staff are aware of and compliant with this policy and other relevant corporate policies and guidance,</li> <li>encouraging staff to build their skills in the use of Gen-AI tools, and ensuring any mandatory or relevant training is completed in a timely manner, and,</li> <li>identifying issues and non-compliance of Gen-AI Policy and reporting these to Strategy, Governance, and Government (SGE).</li> </ul>
<b>Staff</b>	<p>Staff are responsible for:</p> <ul style="list-style-type: none"> <li>meeting the requirements of this policy and any associated policies,</li> <li>complying with common law obligations (including duty to act fair and reasonably, and duty of care) and best practice,</li> <li>adhering to relevant procedures, guidance, and attending any mandatory trainings, and,</li> <li>identifying issues or non-compliance with this policy and reporting these to their People Leader.</li> </ul>
<b>DPMC and NEMA Privacy Officers</b>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>DPMC's Privacy Officer is responsible for approving a privacy assessment for any requests to approve new Gen-AI tools or new uses of already-approved tools. The DPMC Privacy Officer will consult with the NEMA Privacy Officer (as appropriate).</li> <li>DPMC and NEMA's Privacy Officers are responsible for reporting on Gen-AI related privacy breaches, as appropriate.</li> </ul>

## Related policies, guidance, and information

12. This policy is underpinned and informed by:

- The Joint System Lead's [Interim Generative AI Guidance for the Public Service](#)
- the principles and rules of [the Privacy Act 2020](#)
- the [Algorithm Charter for Aotearoa New Zealand](#)
- the [Digital Service Design Standard](#)
- the Crown's commitments and obligations under Te Tiriti o Waitangi/Treaty of Waitangi, and
- the [Government's Protective Security Requirements](#).

13. Other documents and policies that should be read in conjunction with this policy include:

- [IT and Communications Technology Acceptable Use Policy](#) (iManage 551779)

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- [DPMC and NEMA Gen-AI User Guidance](#) on Kāinga
- [Information and Records Management Policy](#) (iManage 4795726)
- [Privacy Policy](#) on Kāinga
- [Procurement Policy](#) on Kāinga
- [Protective Security Policy](#) (iManage 4342432)
- [Social Media Policy](#) (iManage 4280517)

## Definitions

Term	Definition
<b>Artificial Intelligence</b>	Is the field of computer science that seeks to create engineered systems that can generate outputs for particular sets of objectives without explicit programming.
<b>DPMC/NEMA information</b>	Information you only have access to by virtue of your employment at DPMC/NEMA.
<b>Generative Artificial Intelligence</b>	Technologies that can generate outputs for particular sets of objectives without explicit programming.
<b>Gen-AI tools</b>	Tools that can take input (sometimes through user input in the form of prompts or questions, but also in the form of existing text, documents, and images) and generate new or revised text or images that closely resemble human-created content. These tools work by matching user prompts to patterns in training data and probabilistically 'filling in the blank.' The term encompasses tools such as AI, Large Language Models, AI integrated tools, Machine Learning, Deep Learning, and any emerging factor-augmenting technologies.
<b>Personal information</b>	The Privacy Act 2020 defines 'personal information' as 'information about an identifiable individual'. This is a very broad definition, which covers information in hardcopy, electronic, verbal or any other form.

## APPENDIX 1 – Principles Guiding Use of Gen-AI in DPMC and NEMA

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The following principles and considerations should be taken into account when using Gen-AI tools at DPMC and NEMA.

1. **Use AI ethically and ensure accuracy:** Staff must take ethical considerations into account when developing, testing, or using AI tools. This includes ensuring fairness, avoiding discrimination, protecting individual rights and that people are involved in the process. Gen-AI should not be deployed in ways that could lead to unjust outcomes.
2. **Ensure privacy and security are paramount:** All Gen-AI tools should be used with privacy and security in mind.
3. **Putting transparency at the forefront of any Gen-AI usage:** DPMC and NEMA will ensure AI operations are transparent and explainable to stakeholders and the public about why AI is being used.
4. **Uphold the Crown's Te Tiriti o Waitangi/Treaty of Waitangi obligations:** Where there could be implications for the Māori Crown relationship, staff should consult with Māori Advisors from DPMC and NEMA.
5. **Actively protect Mātauranga Māori, tikanga and taonga (Māori and culturally protected materials):** Māori Protected Materials must not be entered into Gen-AI tools, where doing so could threaten the integrity of the materials, Māori control over the materials or the cultural, economic or other potential to Māori of the materials. This is particularly important where a Gen-AI tool may 'learn' from or interpret the materials and add them to its corpus of knowledge. Māori Advisors from DPMC and NEMA must be consulted before such materials are entered into any Gen-AI tool.
6. **Ensure human oversight is included throughout the use of any Gen-AI tool:** Maintain human oversight in AI operations to ensure accountability and reliability. Human oversight ensures that AI systems are used responsibly and that there is human accountability and intervention throughout the process. This includes having humans in the loop to review and validate AI outputs. Staff should be trained to understand AI limitations and intervene when necessary.
7. **Comply with all applicable laws and associated policies:** Staff will ensure that the use of Gen-AI tools is compliant with relevant laws, regulations, and industry standards. This includes internal DPMC and NEMA policies, specifically the [IT and Communication Technology Acceptable Use Policy](#). Compliance with legal and regulatory requirements is essential to avoid legal risks and ensure that AI use aligns with broader societal standards and expectations. This includes data protection laws, ethical guidelines, and industry-specific regulations. Regular audits and assessments should be conducted to ensure ongoing compliance.

## APPENDIX 2 – Principles Guiding Deployment of AI in DPMC and NEMA

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The following principles and considerations should be taken into account when developing, approving, or deploying Gen-AI tools at DPMC and NEMA.

1. **Ensure privacy and security are paramount:** All Gen-AI tools should be used, designed, and developed with privacy and security in mind. Appropriate security controls and measures should be implemented to protect against cyber threats and unauthorised access or sharing of information. DPMC/NEMA will implement robust measures to protect data privacy and ensure the security of AI systems.
2. **Apply procurement principles:** Staff involved in the procurement of Gen-AI tools will comply with DPMC Procurement Policy and the Government Procurement. This includes both entering contracts to procure a Gen-AI tool (contracts for services, statement of work etc.) as well as contracts with providers who are using Gen-AI in delivering services to DPMC/NEMA (consultancy services order, contracts for services, etc.). Before entering contracts to procure Gen-AI tools or contracts with providers who are using Gen-AI, staff must consult with CASS IT and the DPMC Legal Team regarding the nature and scope of those agreements.
3. **Comply with all applicable laws and associated policies:** Staff will ensure that the use of Gen-AI tools is compliant with relevant laws, regulations, and industry standards. This includes internal DPMC and NEMA policies, specifically the [IT and Communication Technology Acceptable Use Policy](#). Compliance with legal and regulatory requirements is essential to avoid legal risks and ensure that AI use aligns with broader societal standards and expectations. This includes data protection laws, ethical guidelines, and industry-specific regulations. Regular audits and assessments should be conducted to ensure ongoing compliance.

The use principles in Appendix 1 should also be considered when selecting and deploying new tools.

## Generative Artificial Intelligence (GenAI)

Generative Artificial Intelligence (GenAI) is a type of Artificial Intelligence (AI) that creates new content (e.g., images, text, audio) based on its training and your prompt.

GenAI is a tool we can add to our toolkit as one way of improving productivity, automating tasks, and improving job satisfaction. It can assist us in our mission to provide excellent advice and innovate our processes.

**There are some things you need to know before using GenAI at DPMC and NEMA. Please read this page before starting your first session.**

### Policy and guidance

DPMC and NEMA have issued a [policy](#) and [guidance](#) that covers our approach to using GenAI tools. Here are the nine golden rules:

<p><b>1. Use only approved tools</b></p> <p>Paerata is currently the only approved GenAI tool, though this will be regularly reviewed.</p>	<p><b>2. Protect classified information</b></p> <p>Paerata is approved for use with information classified up to and including RESTRICTED. Do not input information classified above that.</p>	<p><b>3. Use only approved content, and only in ways that have been approved</b></p> <p>Do not input commercially sensitive, legally privileged, or third-party intellectual property (IP) information.</p>
<p><b>4. Protect personal information and privacy</b></p> <p>Do not input personal information, including your own, unless it is publicly available information.</p>	<p><b>5. ALWAYS ensure accountable humans make decisions about the use of Paerata outputs</b></p> <p>You must be able to quality check, or obtain a quality check, for the output generated. Don't ask Paerata to produce something you don't have the ability to check or have checked.</p>	<p><b>6. Ensure that DPMC/NEMA's use of GenAI is transparent and accountable</b></p> <p>Do not use Paerata to draft speeches for Ministers or the Chief Executive (or any other public facing comms products where the use of AI would be problematic/embarrassing).</p>
<p><b>7. Respect mātauranga Māori</b></p> <p>If using Paerata for assistance with matters of tikanga or te reo Māori, remember Paerata is not authoritative, and you should validate your work with knowledgeable sources due to the living</p>	<p><b>8. Remember Paerata and Gen-AI are only tools</b></p> <p>Gen-AI has its limitations and may not be suitable for all tasks, especially where nuanced understanding is required. Paerata relies on the limited information it has been trained on or has</p>	<p><b>9. Report all incidents and concerns</b></p> <p>It's important that issues are reported quickly so that they can be managed, and we can learn from them. See below for how to get help.</p>

nature of mātauranga Māori.	access to. As it has only been trained up to early 2023, some responses could be outdated.	
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## Benefits

Some of the benefits of Paerata are outlined below but, as the tool is more widely used, these will evolve:

- **Document analysis and summarising** - Doing less initial collation and sorting of content and more intellectual analysis and quality refinement of our output (e.g., uploading documents and getting summaries and analysis of them).
- **Content generation (brainstorming/drafting/editing)**- Getting the early stages of work underway faster and reducing the stress created by not being sure about how to start something new (e.g., drafting documents, emails, presentations).
- **Framing for the right audience** - A quick way to change the tone and style of your writing (e.g., changing the tone and style of written communications).

[Tips for writing good prompts in Paerata](#) can also assist with getting the best out of the tool.

## Background of Paerata

- Paerata is a GenAI tool that has been customised by CASS IT from a Microsoft Azure Gen-AI/ Large Language Model.
- It has been customised with security and privacy in mind; unlike other publicly available Gen-AI tools, Paerata does not feed information back to ‘the cloud’ and does not ‘learn’ from or train itself on the data we input. This is a limitation but an important security feature.
- As Paerata has been developed in a way that ‘ring-fences’ the information we provide it, we are able to safely use it with information that we wouldn’t use with other publicly available tools.

## Using non-approved platforms for personal use

Before using AI tools in your personal capacity, you should consider several factors, including:

- the type of data the tool can retrieve and share,
- where collected data is stored, and

- external sharing of data, including whether foreign governments can access your information. If you are using non-approved platforms for personal use, it must be on your own personal device. When installing any app, always check privacy settings, and consider what personal information the app is asking to use e.g. your personal data when setting up an account.

GenAI apps can be known to collect:

- Device ID and other unique identifiers
- Photos and videos
- Your app interactions
- Your files and documents
- Personal details, including name, email address and phone number

This list is not exhaustive and as more AI tools are created their scope could increase to things such as GPS location, contact lists, SMS content, browser history and more.

Released under the Official Information Act 1982