DEPARTMENT OF THE PRIME MINISTER AND CABINET
TE TARI O TE PIRIMIA ME TE KOMITI MATUA

18 June 2026

Ref: OIA-2025/26-0747

Tēnā koe ,

Official Information Act request relating to the implementation of Artificial Intelligence

Thank you for your Official Information Act 1982 (the Act) request, which was received by the Department of the Prime Minister and Cabinet (DPMC) on 21 May 2026. You requested:

> *"• What Artificial Intelligence is your Ministry considering implementing in the next year?*
> *• What aspects or parts of the business will it be implemented? Ie how will the AI be used*
> *• Will it's implementation reduce the workload or staff numbers?*
> *• What safety and security protocols has it had to pass to be considered acceptable for implementation?*
>
> *Can all responses please be in a fully searchable and copyable format*
> *Please provide documents where sought, and not statements."*

I have interpreted your request to be for information held only by DPMC, and for information relating to DPMC's use of Artificial Intelligence (AI). DPMC's responses to each of your questions are below:

What Artificial Intelligence is your Ministry considering implementing in the next year?

DPMC is planning pilots of enterprise licensed versions of two AI tools. Staff can currently use Paerata and Microsoft 365 CoPilot Chat (Basic). We will make implementation decisions based on these pilots.

What aspects or parts of the business will it be implemented? Ie how will the AI be used

The pilots will assist us to consider where a particular tool could be implemented and how it will be used. We are using AI to create efficiencies, improve personal productivity, and enhance organisational performance.

AI is being used to save time, allowing our people to focus on critical judgement, analysis, and advice. It is being used to review, simplify and streamline our organisation's processes. DPMC staff are using AI for tasks such as comparing international approaches, to quickly find relevant parts of policies or research, or for administrative tasks such as turning rough ideas or notes into coherent meeting minutes or emails.

Will its implementation reduce the workload or staff numbers?

The intention of the pilots is to understand the value they bring to our work and how we can use them responsibly and safely.

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What safety and security protocols has it had to pass to be considered acceptable for implementation?

The Central Agencies Shared Services (CASS) Information Technology (IT) team undertakes risk assessments, accreditation and certification processes on tools before DPMC trials them or approves them for use by staff. DPMC receive reporting on AI use from CASS IT to monitor if any unapproved tools are being accessed. DPMC's AI policy enables DPMC staff to use AI tools safely, reflects standards in ethical AI use and data security, and aligns with the latest Government Chief Digital Officer guidance.

Information being released

Please find attached the current AI guidance provided internally to DPMC staff which includes our AI Policy, information on our approved AI tools along with other helpful information, and links (these are only accessible to DPMC staff). Some information in the document is being withheld under section 9(2)(k) of the Act, to prevent disclosure or use for improper gain or advantage.

In making my decision, I have considered the public interest considerations in section 9(1) of the Act. No public interest has been identified that would be sufficient to outweigh the reasons for withholding that information.

If you would like further information as it relates to DPMC's AI guidance, please send through a new request under the Act.

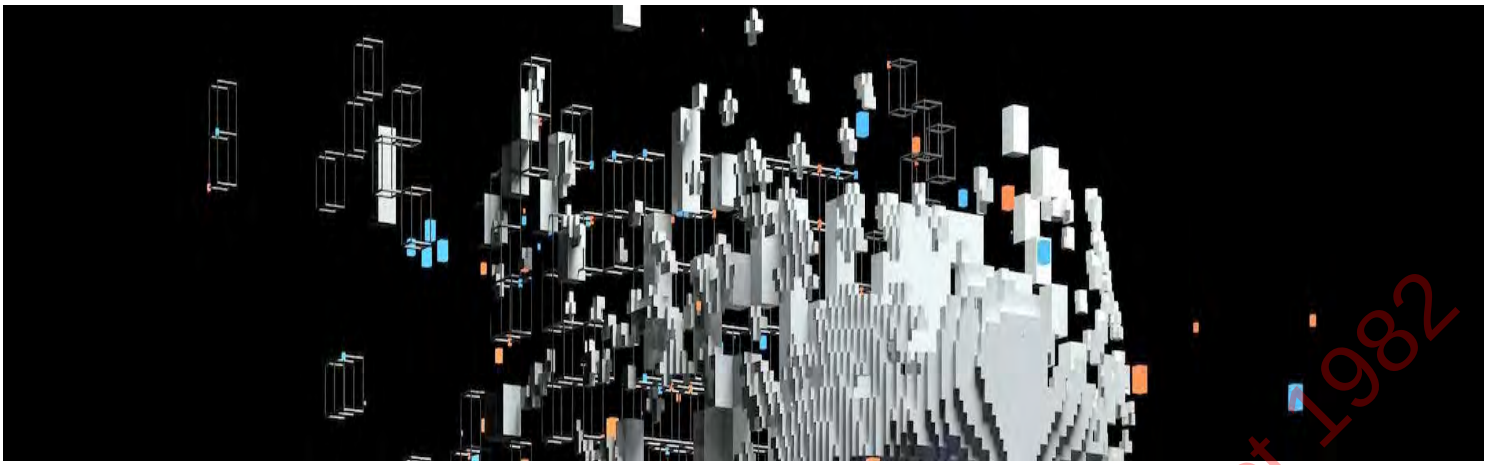
You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on the DPMC 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



Alan Cassidy
Deputy Chief Executive, Corporate and Chief People Officer



Artificial Intelligence (AI) is a tool we can use 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 AI at DPMC. Please read and follow the guidance on this page.

AI Policy and guidance

Our AI Policy covers our approach to using AI at DPMC:

Use only approved tools on DPMC devices (see the table below)	Comply with and adhere to our AI policy and the appropriate guidance associated with the tool (see the table below)	Comply with and adhere to our IT and Communications Technology Acceptable Use Policy
Ensure human oversight for inputs and outputs	Use AI tools appropriately and in a responsible, ethical, and safe manner by maintaining the privacy and security of our information and people	Treat with care any information you have access to by virtue of your role at DPMC
Respect mātauranga Māori	Comply with Public Record Act and OIA obligations by saving inputs/outputs appropriately	Report all incidents and concerns to your manager

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AI tools (and tools with AI features) approved for use at DPMC

These tools have the necessary protections for our data and information as they are issued under business licences and meet DPMC security requirements.

Paerata Paerata is approved for use with information classified up to and including RESTRICTED. • Paerata User Guidance • Paerata Q&A • Tips for writing good prompts in Paerata • Paerata New Feature Guide • Paerata New Features FAQ	**MS Copilot Chat (Basic)** Copilot is approved for use with information classified up to and including IN-CONFIDENCE. • Microsoft 365 Copilot Chat (Basic) User Guidance April 2026 • Microsoft 365 Copilot Chat (Basic) Tips and FAQ April 2026 • Course: Copilot Fundamentals Copilot is built into the following MS 365 apps on Windows 11: • Outlook • Word • Excel • PowerPoint • Teams	AI is built into the following **Adobe** tools: • Acrobat Pro • Creative Cloud Guidance will be shared soon about the classification level for AI embedded Adobe tools.
Google Chrome	Microsoft Edge	

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How can AI help me?

- Document analysis and summarising

- Content generation (brainstorming/writing/drafting/editing)
- Simple explainers
- Technical help

How do I get started?

- Staff should complete the Copilot Fundamentals module on eTipu before using CoPilot.
- Access Copilot Chat (Basic)
- Access Paerata.

AI adoption at DPMC

DPMC has a vision to be a system leader in AI adoption across the New Zealand government, building a confident and capable workforce leveraging AI to create efficiencies, streamline processes, and enhance decision-making, and fostering international collaboration to share and learn from global leaders in AI.

We want to foster a proactive, future-focused organisation where staff confidently use AI to enhance their work, innovate boldly, and operate within clear and trusted safeguards.

Our AI Adoption Roadmap outlines how we will introduce new tools safely: AI Roadmap Plan on a Page - Final April 2026

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

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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.

Key links

- 2026 Artificial Intelligence Policy
- Copilot Chat (Basic)
- Copilot Fundamentals module
- Copilot Chat (Basic) User Guidance April 2026
- Copilot Chat (Basic) Tips and FAQ April 2026
- Paerata

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Getting help with AI

The AI Working Group can help with technical, privacy, risk, system security and governance questions. Please get in touch at: s9(2)(k)



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