

# Artificial Intelligence (AI) Use Policy

## Purpose

The Artificial Intelligence (AI) Use Policy provides guidelines for the responsible and trustworthy use of AI in Toitū Te Whenua Land Information New Zealand.

## Policy

The Artificial Intelligence (AI) Use Policy provides guidelines for the responsible and trustworthy use of AI at Toitū Te Whenua Land Information New Zealand. It is designed to ensure that we can benefit from AI while staying aligned with our information management principles, managing the potential risks and ensuring compliance with New Zealand government statutory and legislative requirements, particularly around data protection and privacy.

Toitū Te Whenua defines AI and AI tools as any generative artificial intelligence greater than or equal to version 3 (GPT-3). Search engines such as Google and other tools of an earlier variant are not covered by this policy but must still be approved for use. The list of Approved AI Tools is on Whatukura and will be regularly reviewed.

## Who this applies to

All Toitū Te Whenua managers, staff, suppliers and contractors must comply with this Policy.

### **Artificial Intelligence (AI) Use Policy**

Effective Date: 13 December 2023

Policy Owner: Head of Architecture

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# 1 Policy in detail

## 1.1 Scope

This policy applies to all employees, contractors and third parties who use or have access to AI and access Toitū Te Whenua's digital environment. This policy will apply to core third-party ICT contractors and vendors who use or have access to Toitū Te Whenua's data within their systems when they apply results from AI to Toitū Te Whenua's systems.

## 1.2 Policy statements

AI can enhance productivity, creativity, and efficiency, but it needs to be used responsibly, ensuring the protection of information. This policy sets out the guidelines for using AI tools at Toitū Te Whenua.

When using AI tools at Toitū Te Whenua, you must adhere to the following guidelines:

1. You can only use AI tools that have been assessed by IT Risk and Security and approved for use by the Chief Information Security Officer. These are listed in the Approved AI Tools on Whatukura.
2. Only use AI tools that have an approved Toitū Te Whenua privacy impact assessment (PIA) or privacy threat assessment (PTA).
3. As a reminder, failure to comply with any LINZ policy may be considered a breach of our Code of Conduct, and as a result, may lead to formal disciplinary action being taken.
4. Accuracy check: AI tools may provide answers that contain factual errors, biases or inappropriate content. Always check the accuracy and validity of any responses.
5. Greater transparency: You must declare if AI is used in work that is published or presented externally. This includes copyright acknowledgements and references.
6. No personal information: Do not input or share personal data like passwords, credit cards numbers or health records. This also includes client information, such as names, addresses, phone numbers or any other information that can directly or indirectly identify an individual.
7. No sensitive data: No information or data classified as SENSITIVE or above is to be shared or input into AI tools.

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8. Generic or fictitious names: Use generic or fictitious names when discussing personal scenarios or examples.
9. All usage of AI must adhere to the 13 principles in the Privacy Act 2020.
10. Remember that any use of AI may be subject to discovery under the Official Information Act.
11. Taonga of data: Māori representatives have expressed varying views, some strongly held, about government use of AI tools. You should work with our Te Tiriti partners if Māori data is involved or where Māori interests or outcomes could be affected through the use of AI. You should also understand important context for Māori and the Crown, including why AI is being considered, how it could impact Māori and services to Māori, what Māori data might be involved and its status with regards to the concepts of tapu and noa , and how Māori data governance might apply.

### 1.3 Principles

Toitū Te Whenua is following the advice and guidance from the Government Chief Digital Officer, the Government Chief Data Steward, and the Government Chief Information Security Officer. We are also informed by the New Zealand Privacy Commissioner's guidance as outlined in 'Artificial Intelligence and the Information Privacy Principles'<sup>1</sup>.

Some of the potential benefits that are expected to emerge from using AI in our work include:

- efficiency and productivity
- improved service design and delivery
- innovation
- improved policy development.

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## 2 LINZ commitments and obligations

### 2.1 Responsibilities and Accountabilities

*Chief Information Security Officer:* Ownership of this organisational policy, and approval of which AI tools are permitted to be used within Toitū Te Whenua.

*Privacy Officer:* Advice on policy with respect to privacy issues arising from the use of AI tools.

*LINZ Staff:* Usage of AI tools under the Acceptable Usage policy, and all content that is input by them and received from the AI tools they use.

*Leaders of LINZ staff:* Accountable for their people's usage and access to approved AI tools.

### 2.2 Monitoring compliance

IS&D will monitor usage and provide advice to staff to ensure that this policy is followed. Failing to follow this policy may be considered a breach of the Toitū Te Whenua Code of Conduct.

### 2.3 Where to get help

For help with this policy, contact the Chief Information Security Officer, or the Security Team.

### 2.4 Review of the Policy

Review of this policy is annual and due October 2024, or as required following a material change to the above sections.

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## 3 Toitū Te Whenua references

Refer to the Approved AI Tools document for the list of tools approved for use in specific use cases within Toitū Te Whenua. This will be regularly reviewed. No other AI tools should be used without prior review and approval by the Chief Information Security Officer to ensure their compliance with the cyber security and privacy requirements of Toitū Te Whenua.

### 3.1 Alignment between Principles, Policy and External Standards or Legislation

This policy has been created in response to the Interim Generative AI guidance for the public service, published on digital.govt.nz, on 26 July 2023.

This policy is also governed by the Toitū Te Whenua Information Systems Acceptable Use Policy, Information Management Policy, and the Public Services Commission Standards of Integrity and Conduct.

See the following Acts for more information:

- Privacy Act 2020
- Official Information Act 1982.

### 3.2 Authority of the Policy

The Toitū Te Whenua Chief Information Security Officer is the policy document owner and is responsible for the implementation and maintenance of the policy.



Approved 13 December 2023 as a Toitū Te Whenua Administrative Policy

Te Tumu Whakarae

Toitū Te Whenua Land Information New Zealand

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