

Key points to consider when using GenAI for University administrative work

These key points should be read in conjunction with the full 'Guidance for University of Cambridge Staff on the Administrative Use of Generative AI' webpage:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/ai-guidance>.

Key points to consider:

- Understand the benefits and risks of using a GenAI tool before using it – see the full guidance.
- Consider whether use of GenAI tools constitutes the best available means of completing a task before initiating that task.
- Consider using GenAI:
 - for background research.
 - to summarise information.
 - to draft a document or presentation.
 - for numerical analysis.
 - for other appropriate and beneficial administrative purposes.
- If appropriate, use the University's licensed GenAI tools, Microsoft Copilot and Copilot for Microsoft 365.
- Use of other licenced GenAI tools is not prohibited, but such tools must be procured in accordance with any applicable procurement policy or process. Any risk associated with their deployment rests with the relevant department, and use of such GenAI tools should also be in accordance with this guidance.
- Do not use any public free version of Copilot or any other GenAI tool for University work as it does not guarantee a sufficient level of information security or confidentiality.
- Avoid inputting confidential, sensitive or personal information into GenAI unless warranted and only in accordance with University best practice – see the full guidance.
- Consider the nature of the content being input into any GenAI tool and whether the University has the right to input that information into that GenAI tool – see the risks outlined in the full guidance about intellectual property, copyright and data protection.
- Ensure use of GenAI tools is appropriately transparent and accountable.
- Where appropriate, tell affected individuals you are using GenAI to process their personal data – this may be through a supplementary or standalone privacy notice if it is not covered by a core University notice.
- Ensure that all GenAI summary outputs are thoroughly evaluated by a human being before they are used.
- Treat GenAI textual outputs as drafts and amend them as appropriate.
- Thoroughly check all GenAI outputs for factual accuracy and bias and amend them as appropriate.
- Do not acknowledge use of GenAI tools if its outputs are materially altered by human beings as part of the fact-checking or drafting process.
- Acknowledge use of GenAI if it is used to make a significant and unrevised contribution to a substantive or impactful piece of work.
- Do not make unquestioning decisions based exclusively on GenAI outputs.
- Retain, delete, archive and destroy GenAI inputs, outputs and chats as you would any other equivalent University records.