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## LGOIMA

When releasing responses to previous LGOIMA requests, names and contact details of individual requestors will be withheld to protect their privacy.

Information requested by the media, lobby groups, public sector organisations and MPs will always be published, while information specific to an individual or their property will not generally be published.

<b>Request from:</b>	Public Service Association Te Pukenga Here Tikanga Mahi
<b>Information requested:</b>	AI use
<b>Response by:</b>	Scott Baxendale, Acting Chief Executive

11 September 2024

Public Service Association Te Pukenga Here Tikanga Mahi

Via Email:

Dear

**Official information request for introduction and use of AI**

I refer to your official information request dated 06 September 2024 for introduction and use of AI.

You have asked for the following information:

**1. Is the Council currently using any AI applications/tools? If yes, please list:**

**a. The name of the application**

MS-Windows Co-Pilot.

**b. The use of the application**

There is no specific use case for its use, and it is provided as part of our Microsoft licence.

Our data is "ring fenced" so it is contained within our Microsoft 365 tenant and is not able to be used to train the AI or shared with any third parties.

**2. A copy of any policies or procedures Council has relating to the introduction or use of AI application/tools.**

Enclosed is our AI Policy and Generative AI Guidance.

There is no charge in supplying this information to you.

**Council has adopted a Proactive Release Policy and accordingly may publish LGOIMA responses on the Council Website at <https://www.westlanddc.govt.nz/lgoima-responses>.** The collection and use of personal information by the Westland District Council is regulated by the Privacy Act 2020. Westland District Council's Privacy Statement is available on our website [here](#)

If you wish to discuss this decision with us, please feel free to contact Mary-anne Bell, Business Analyst at [LGOIMA@westlanddc.govt.nz](mailto:LGOIMA@westlanddc.govt.nz), 03 756 9091.

Sincerely,



**Scott Baxendale** | Acting Chief Executive  
SB/MB

# Generative AI – Guidance Sheet



Do NOT use Generative AI to store public records.

Do NOT use Generative AI for confidential information.

Do NOT use Generative AI for customer / ratepayer records.

Be careful when analysing data with Generative AI – make sure it is only analysing the data you have provided.

Be careful that your use of Generative AI does not breach copyright or intellectual property rights.

Be aware of Generative AI use and risks around confidentiality, privacy, accuracy, bias and security.

Do use Generative AI for presentations

Do use Generative AI for analysis public data

Do use a footnote advising that Generative AI has been used to generate information for this document.

**Always use Generative AI responsibly and ethically.**

If in doubt, please talk to your line manager, or a member of the Information Management Team.