

ACCEPTABLE USE POLICY FOR GENERATIVE ARTIFICIAL INTELLIGENCE

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**engineering
new zealand**
te ao rangahau

This policy applies to all employees, contractors, third-party vendors and any other individuals who have access to and use GAI technology on behalf of Engineering New Zealand.

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Purpose

Generative Artificial Intelligence (GAI) tools can significantly improve workplace productivity and creativity. Given this, Engineering New Zealand encourages their appropriate use.

This Acceptable Use Policy for Generative AI (GAI) outlines the expectations and guidelines for the responsible and secure use of GAI technology.

This policy is designed to:

- minimize the potential for intentional or unintentional misuse, unethical outcomes, potential biases, inaccuracy, and information security breaches, and
- protect the confidentiality of data and information, and the intellectual property of Engineering New Zealand, its staff, members, and stakeholders.

What is Generative Artificial Intelligence?

Generative AI, short for Generative Artificial Intelligence, refers to a class of artificial intelligence techniques and models designed to generate content that is like, or in some cases indistinguishable from, content created by humans. These AI systems use generative models to produce new data, such as text, images, audio, and more, based on patterns and examples they've learned from training data.

There are several types of Generative AI models, including:

Text generation models: Models like GPT-3 and GPT-4 can generate human-like text based on a given prompt. They can be used for tasks like natural language generation, language translation, and content creation.

Image generation models: Models like DALL-E and CLIP can generate images from textual descriptions or manipulate existing images. These models are used in creative applications, such as generating art or transforming images.

Audio generation models: AI models can generate human-like speech and music. For instance, text-to-speech (TTS) models can convert text into spoken words, while generative adversarial networks (GANs) can create new music or audio content.

Video generation models: Models like OpenAI's DALL-E can generate video content based on textual descriptions, potentially revolutionizing video production and editing.

Face generation models: GANs like StyleGAN and StyleGAN2 are used to generate highly realistic and detailed images of human faces. These have applications in computer graphics, identity protection, and deepfake detection.

Data synthesis: Generative models can be used to synthesize data for training other AI models. This is useful when there's a lack of diverse training data.

Definitions

Personal information is any information which tells us something about a specific individual. The information does not need to name the individual, if they are identifiable in other ways, like through their home address or another identifier, or if their identity could be pieced together. For more information refer to [Sensitive-Personal-Information-and-the-Privacy-Act-2020.pdf](#)

Personal information may include:

- an individual's name, signature, address, phone number or date of birth
- personal [sensitive information](#)
- [credit information](#)
- employee record information
- photographs
- internet protocol (IP) addresses
- voice print and facial recognition biometrics (because they collect characteristics that make an individual's voice or face unique)
- location information from a mobile device (because it can reveal user activity patterns and habits).

Personal sensitive information is any information personal information that includes information about an individual's:

- racial or ethnic origin
- political opinions or associations
- religious or philosophical beliefs
- trade union membership or associations
- sexual orientation or practices
- criminal record
- health or genetic information
- some aspects of biometric information.

Sensitive Information, in the context of this policy, is information that is not publicly available, is confidential and may contain commercially sensitive information.

Sensitive Information may include:

- contracts
- intellectual property
- financial statements

Acceptable use of Generative AI

1. Security and privacy

When using Generative AI users must ensure the security and privacy of all Engineering New Zealand data and information, including data and information that belongs to its members and stakeholders.

Users are explicitly prohibited from using personal or personal sensitive information.

2. Partner use of Generative AI

Our partners may use Generative AI applications and services as a part of the services provided to Engineering New Zealand. An example of this would be Salesforce's EinsteinGPT where Salesforce uses its own proprietary AI and ChatGPT's large language model to provide business intelligent services to its customers using the customers own data.

Users must adhere to the partners AI Acceptable Use Policies when using partner Generative AI services. Partner Generative AI services must not breach the Engineering New Zealand Acceptable Use Policy for Generative Artificial Intelligence.

3. Intellectual property

Users must not use any content that has existing copyright, trademarks, or patents to create further content using Generative AI tools.

4. Legal compliance

Users must adhere to all applicable laws and regulations when using Generative AI, particularly the New Zealand Privacy Act 2020, [Office of the Privacy Commissioner | Privacy Act 2020 and the Privacy Principles](#)

5. Ethical content

Content that is generated by Generative AI must not contravene Engineering New Zealand's [Dignity at Work](#), and [Bullying, Harassment and Discrimination](#) policies.

6. Vetting generated content

Users are responsible for reviewing and vetting any content generated by Generative AI to ensure its accuracy and appropriateness before it is shared or used.

GAI uses open-source data to create content, therefore it is important to check that generated content does not include bias, false or misinformation. There are many guides available on the internet that can help with detecting bias in writing, e.g. [Avoiding Bias - Scholarly Voice - Academic Guides at Walden University](#)

7. Reporting security incidents

Users should promptly report any security incidents, breaches, or suspicious activities related to Generative AI to ICT Services.

Unacceptable use

1. Illegal activities

Engaging in any illegal activities, including but not limited to copyright infringement, or distribution of malicious content using Generative AI, is strictly prohibited. Any activity that violates local, national, or international laws is strictly prohibited.

2. Use of personal information and sensitive personal information

Users are explicitly prohibited from using personal information and personal sensitive information with Generative AI.

3. Harassment and discrimination

Using Generative AI to create or share / distribute content that promotes harassment, discrimination, or hate speech is unacceptable.

4. sensitive information

Users are prohibited from using sensitive information with Generative AI.

5. Misrepresentation

Generating content that falsely represents itself as an official statement or product of Engineering New Zealand is not allowed.

6. Data theft

Stealing, copying, or disseminating Engineering New Zealand's data using Generative AI for personal gain or any other unauthorized purposes is strictly prohibited.

Consequences of violation

Violation of this policy may result in disciplinary actions, including but not limited to warnings, suspension, termination of employment, or legal action, depending on the severity and impact of the violation.

Policy review

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any updates or changes will be communicated to all relevant parties.

Policy Owner	Date Reviewed	Version
ICT Services Manager	01/02/24	1.0