



# Generative AI and AI meeting assistants guidance

## Best practices and privacy guidelines for staff

In addition to the university's specific Data Protection and AI policies and complementary to the use of Generative AI (GenAI) tools guidance in teaching, learning and study, this guidance aims to provide greater clarity on the University's expectations of staff when using AI tools in your day-to-day general working practices.

Statistically, we know staff are using AI tools. According to Microsoft, an average of 71% of education professionals are using GenAI tools. Of those, 81% are using AI tools not provided by the institution. However, when it comes to cyber and information/data security, the university has an averse risk appetite which means we all need to be aware of the dos and don'ts to protect it.

The key message here is that the University supports the responsible use of AI. It is not aiming to discourage the use of AI tools, on the contrary it recognises that using AI should be a positive experience as there are and will continue to be benefits in using them.

**However, it is essential that staff are aware and apply this guidance when considering using such tools to ensure relevant University data is kept safe.**

The University data we want you to be careful with is:

- Personal data (any information relating to an identified or identifiable natural person).
- Confidential information belonging to the University or third parties.
- Intellectual property including know how belonging to the University or third parties.

Due to the constantly shifting landscape around AI, this guidance is a point in time position as are the products listed in the glossary of tools at the end of this guidance. As AI tools develop and become more widely accessible, we will need appropriate regular review of course. It's not a policy but we expect staff to follow it appropriately.

## Generative AI Chat and Large Language Models (LLMs)

We understand that staff can, in theory, access these tools freely. However, for the avoidance of doubt, these instances, including any paid for business versions, **may not currently meet the necessary requirements of data protection laws and therefore must not be used with university personal data and sensitive personal data.** This is defined within Appendix A of the [University Data Protection Policy](#)

Some of these tools (and the context in which they can operated) can of course be used for work purposes (such as research) where personal data and sensitive personal data do not apply, e.g. for an analysing an anonymised data set (provided that no work related data is inputted into the tool), asking questions or being creative.

### Microsoft Copilot Chat (as part of our M365 licence)

For day-to-day use queries, productivity enhancement and creativity, we recommend M365 Copilot Chat (previously known as Bing Chat for Enterprise). This is because the Terms and Conditions of use do meet the necessary requirements of data protection laws and have, therefore, been approved by the University's Legal, IMPS and Digital teams. However, you should not use it for any data set containing personal or personal sensitive data.

### Research and Innovation projects

For externally funded Research and Innovation projects, you should consult your funder's website and terms and conditions to check their policies on the use of GenAI during the application process. Many funders (including [UKRI and the British Heart Foundation](#)) expect researchers to disclose any use of GenAI on their application and do not permit applicants to use GenAI during interviews as part of the application process.

In addition, grant reviewers should not use generative AI as part of assessment activities. If you are unsure of the rules relating to specific funders, please contact your [Research Engagement and Innovation Office \(REIO\) contact](#) for further information.

Cyber security is an important consideration when using GenAI and LLM tools. There are ways to protect unwanted "threat actors" or nation states accessing our data whilst also benefiting from the AI capabilities by considering the digital architecture up front. Therefore, for specific AI requirements for research that you might need clarification, please do engage with REIO and DTS as appropriate so that we can understand and best meet your requirement in a secure manner.

### AI meeting assistant tools

Like GenAI tools, there are now several AI meeting assistant tools on the market. They are designed to record meetings and commonly provide:

- Meeting analysis/recap and transcription.
- Summary of the meeting's key topics and notes.

We've had several reports from staff who are worried about these tools and the potential privacy implications, and they do pose challenges to the University.

Currently, the only AI meeting tool whose terms are approved to use is Microsoft Teams Premium which is part of the Microsoft M365 Copilot suite. However, the licenses are not free and use cases should be considered by Heads of Directorate and Schools for budget and

sensitivity assessments. They then need to be signed off by the university's Technical Design Authority (TDA) on behalf of Digital Governance Group.

It should also be noted that the TDA will not approve all use cases of Microsoft Teams Premium or Microsoft 365 Copilot (or any future approved AI tool) even if the budget to pay for the licences is available. This is to safeguard university data.

## Being considerate and aware of accuracy

If you have an approved Microsoft Teams Premium licence and are using it in a meeting, it is important to ensure you have informed the meeting participants and gained consent to use the tool before doing so. You should consider the level of confidentiality of the meeting and whether using them is appropriate. You should also review any meeting recap for accuracy and any other AI tool for that matter. When LLMs don't know the answer to something specific they can often make a best guess or "hallucination" which can lead to misinformation or other issues down the line.

This is just a point in time set of guidelines and the University will monitor and adapt in line with the technology. If you have any concerns or queries, please do get in contact with DTS.

## Glossary of principle general tools and their usage/support status

The following table provides a brief description of some of the AI tools we are currently aware of and highlights those allowed to be used and for what purpose.

Please be aware that this list is not exhaustive, and the status will change over time.

### GenAI and LLMs

Tool	Description	Status	Guidance
<a href="#">Microsoft 365 Copilot Chat</a>	<a href="#">Microsoft's ChatGPT 4.0 AI chatbot for staff and students</a> (formally known and Bing Chat for Enterprise)	Supported	Supported by DTS and permitted to use, but <b>do not</b> use for personal or sensitive data.
Microsoft 365 Copilot	Paid for AI-powered assistant built into Office products (Word, Excel, PPT, Teams, SharePoint)	Small pilots planned	No access at present
Open AI ChatGPT	AI Chatbot similar to Google Bard and Microsoft Copilot	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data.
Google Gemini/Bard	Google's equivalent of ChatGPT	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data
Deep Seek	Open source LLM	Not supported	Must not use – contact REIO and DTS for any research requirements

Claude	AI assistant for conversational and text processing	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data
Jasper	AI writing tool for marketers and content creators	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data
Midjourney	AI image generation	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data
Runway	AI video generation	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data
Synthesia	AI video generation, marketing and training videos	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data
ElevenLabs	AI voice library, realistic voiceovers	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data
Notion AI	AI Note taking, task management	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data
GitHub Copilot	AI Code creation and quality check	Not supported	Permitted but <b>do not</b> use for personal or sensitive personal data

## AI Meeting Assistants

Tool	Description	Status	Guidance
Teams Premium	Paid for AI meeting capture assistant	Supported – limited access	Use on request and subject to use case approval
Otter.AI	AI meeting capture assistant	Not supported	Do not use – request Teams Premium licence
Read.AI	AI meeting capture assistant	Not supported	Do not use – request Teams Premium licence
Bubbles Notetaker	AI meeting capture assistant	Not supported	Do not use – request Teams Premium licence