



QUICK REFERENCE

What Not to Enter Into Public AI Tools

A public AI tool is any service not specifically reviewed and approved by the institution for the type of information involved. The name of the product alone does not determine whether a use is approved.

STUDENT INFORMATION

- Names and ID numbers
- Grades and advising records
- Attendance and disciplinary details
- Disability information
- Health, family, or financial circumstances

INSTITUTIONAL & EMPLOYEE INFORMATION

- Personnel matters and performance evaluations
- Confidential department documents
- Private financial information
- Unreleased strategic plans
- Legal concerns

RESEARCH & PROFESSIONAL INFORMATION

- Unpublished research
- Identifiable participant data
- Confidential datasets
- Protected health information
- Client, patient, or partner information

WHEN IN DOUBT

Stop and confirm whether the tool and the proposed use are approved. Ask:

IT • Privacy/Compliance • Research Administration • IRB • Academic Affairs • HR • Legal Counsel • Department Leadership

Reminder: removing a name may not fully protect someone. A rare condition, small program, unusual incident, or distinctive combination of details can still reveal an identity.