



## **Interim Policy Prohibiting Entering Confidential Information into Generative AI**

### **I. Purpose**

Generative Artificial Intelligence (AI) tools such as ChatGPT and Google Gemini have garnered tremendous public attention. Members of the WPI community may be unaware that information entered into a generative AI tool immediately becomes part of the generative AI's information database. As a result, any private or confidential information entered into a generative AI tool is at risk of becoming public. This Policy is being put in place on an interim basis in order to deal with immediate risks of unintended disclosure of Confidential Information (defined below) while a more comprehensive policy is collaboratively developed.

As part of our ongoing efforts to keep our policies up to date, we have been collaboratively reviewing WPI's Data Classification and Usage Policy, as it was last revised in 2019. We intend to integrate language related to generative AI usage into that revised policy.

### **II. Scope**

This Policy applies to all students, faculty, and staff at WPI.

### **III. Definitions**

“**Confidential Information**” means, for the purpose of this Policy, confidential WPI institutional data, confidential WPI employee data, and WPI student data that is not publicly available and should not be released publicly, including but not limited to:

- Social security numbers
- Financial account information
- Passwords
- Driver's license numbers
- Health care information protected under HIPAA
- Human Resources and personnel information
- Student records protected by FERPA
- Gift and Donor Information

### **IV. Policy**

Do not enter Confidential Information into generative AI tools (e.g. ChatGPT, Google Gemini, etc.).

**A list of authorized tools can be found on the ITS knowledgebase or by contacting the ITS Service Desk at [helpdesk@wpi.edu](mailto:helpdesk@wpi.edu).**

### **V. Questions**

If you have any questions or concerns, you should seek guidance from your manager, Department Head or WPI's Information Technology Services ([its@wpi.edu](mailto:its@wpi.edu)) before entering information in a generative AI tool.

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**Policy Sponsor:** Chief Information Officer; Chief Information Security Officer

**Responsible Department:** Information Technology

**Effective Date of First Interim Policy (i.e., date of Presidential Approval):** December 4, 2023

**Effective Date of Extensions to Interim Policy (i.e., date of Presidential Approval through end of extended interim period):** Nov. 26, 2024 – May 31, 2025; Sept. 25, 2026 – Mar. 26, 2026; Mar. 27, 2026 – Sept. 26, 2026