**Notes
on the use of artificial intelligence (AI)**

From: HR department V2
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Information on using AI platforms at DESY

AI platforms such as ChatGPT, Midjourney and translation programs such as DeepL are becoming increasingly popular for solving a wide range of problems in everyday working life. They advise, write and design texts for all kinds of issues. They can also help to create or process specific text, images or programming codes. In order to use these systems, however, a question, text, code or image must usually first be entered into the respective platform. This can lead to the misuse or abuse of this information by the provider. Therefore, some information on the safe use of AI is summarised below.

The entire field of AI is highly dynamic, so this information is not intended to be all-encompassing and is likely to be updated in the future. As part of our obligation of participation we are also in dialogue with the Works Council on the subject of AI. This information is aimed at all employees, regardless of their position or area of work.

1.   Use of AI platforms

a. DESY permits the use of AI platforms such as ChatGPT and others for professional purposes. Its use is voluntary. Currently, DESY does not provide separate accounts, so use is only possible with personal accounts (using the DESY email address, e.g. max.mustermann@desy.de).

b. Employees are responsible for ensuring that they use the AI platforms in accordance with the applicable internal guidelines, such as general works agreements, external guidelines from funding bodies (such as the Deutsche Forschungsgemeinschaft / German Research Foundation, see below) and the applicable laws.

c. Employees are required to use the AI platforms responsibly and must ensure that the results generated are critically reviewed and appropriately evaluated, especially if use of the results is planned for functional or operational/safety-related purposes.

d. In case of doubts or uncertainties regarding the use of AI platforms, employees should seek the support of experts (data protection, IT, etc.) or the advice of their superiors.

2.   Confidentiality and data security

a. Until further notice, it must be assumed that all information and data transmitted to an AI platform will be used by the respective provider without being asked. This includes the training of the algorithms themselves, the creation of user profiles and the commercial utilisation of all data. It can also be assumed that data is stored and used on external servers outside the scope of the General Data Protection Regulation

b. In particular, it is prohibited under data protection law to pass on personal data or confidential company information to AI platforms. Confidential data requiring special protection includes, among other things:

i.   Emails, chat histories, voice messages.

ii. Texts that explicitly mention names or images depicting specific persons.

iii. The explicit description of confidential circumstances or critical processes relating to DESY operations or HR.

iv. Content (code, text, images) that is subject to a non-disclosure agreement or similar confidentiality agreements.

v.   Scientific data and results as long as they have not yet been published.

vi. The submission of deliberately false information is also prohibited.

1. 3.   Designation of the use of AI as a source

a.   When AI platforms such as ChatGPT are used as a source or support for research papers, reports or other published materials, it may be necessary to appropriately acknowledge this depending on the extent of use. This should be considered on a case-by-case basis and clarified in consultation with supervisors or the library before publication takes place.

b.   In particular, the general guidelines, e.g. of the German Research Foundation (DFG), on the topic should also be observed:

https://www.dfg.de/resource/blob/289676/89c03e7a7a8a024093602995974832f9/230921-%20statement-executive-committee-ki-ai-data.pdf

c.   In the case of use in externally funded activities, any specifications of the third-party funding provider regarding the use of AI platforms must be observed.

d.   Even if AI is used to create texts, documentation or correspondence (e.g. emails), the final responsibility for the content remains with the team of authors or the employees involved. Citing the source of the AI does not release you from responsibility.

4.   Reporting security incidents

Suspected data protection violations or other security incidents should be reported promptly to the responsible data protection officer (D4) and the IT group in accordance with the general works agreements 'IT systems at DESY' and 'Use of Internet, email and other IT systems.

Kind regards

DESY HR department