



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI560587793

Thank you for your request for information relating to Use of generative AI tools (e.g. ChatGPT) by employees.

You have requested the following information:

1. Are your employees allowed to use generative AI (e.g. ChatGPT, Bard, Claude, Jasper, etc.) in the workplace for work purposes?

We do not block access to these toolsets

2. Do you have a usage policy in place on the use of generative AI in the workplace? (NOTE: If employees are not allowed to use generative AI as per Q1, please answer “yes”).

No specific policy on Generative AI at this time.

3. If yes to the above question, can you please share your usage policy with us?

Not applicable, please refer to Question 2.

4. Have you had incidents of the following since Jan 1st 2022? If possible please also share the number of incidents.

a. Employees using generative AI outside the bounds of the workplace usage policy (if one exists)?

Not applicable, please refer to Question 2.

b. Employees sharing confidential information (e.g. private personal data of employees or residents; confidential financial information) on generative AI platforms

We have not recorded any instances related to this.

5. Has your organisation taken disciplinary action against employees for their use of generative AI – e.g. for using it outside the bounds of the workplace usage policy? If possible, please also share the number of incidents.

No disciplinary action has taken place for the use of generative AI.

6. Assuming your employees can use generative AI platforms at work – can they use publicly available open source tools like ChatGPT, Bard, Claude, and Jasper?

We do not block access to these toolsets

7. Do you have a specific technology budget allocated to implementing generative AI tools in the workplace, and/or educating employees on their use? If so, and if possible, can you share the budget between Jan 1 2022 and Dec 31st 2024 (or nearest equivalent)?

There is no specific budget allocated.

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If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance