

I am writing to make an open government request for information under the Freedom of Information Act 2000. I would like answers to the question below:

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| 1) Are your employees allowed to use generative AI (e.g. ChatGPT, Bard, Claude, Jasper, etc.) in the workplace for work purposes? | Not at present time, we are looking into Microsoft BCE & a 3 rd Party Product for Proof of concept. |
| 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"). | This is being discussed and will be drafted. |
| 3) If yes to the above question, can you please share your usage policy with us? | N/A |
| 4) Have you had incidents of the following since Jan 1st 2022? If possible please also share the number of incidents. | No |
| 4a) Employees using generative AI outside the bounds of the workplace usage policy (if one exists)? | No |
| 4b) Employees sharing confidential information (e.g. private personal data of employees or residents; confidential financial information) on generative AI platforms | No |
| 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 |
| 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? | N/A |
| 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)? | Circa £120k on Proof of Concept (software costs) |