

Psychedelic Research (HSHS)

Initiative Name	Psychedelic Research
Department Name:	HSHS

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Part 1 – General Information and Overview

1.1 What is the Initiative?

Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you're doing, how it works, who is involved and when or how long your initiative runs.

I run a research lab, involving a number of research and writing projects for knowledge translation and mobilization in the field of Psychedelic-assisted Therapy (PaT).

1.2. What is the scope of the PIA?

Your initiative might be part of a larger one or might be rolled out in phases. What part of the initiative is covered by this PIA? What is out of scope of this PIA?

This PIA is general for the use of artificial intelligence for general editing purposes in the course of our writing projects. The below table is filled out specifically to the use of ChatGPT for writing purposes.

1.3. Are there any related Privacy Impact Assessments?

Please indicate if this an update on an existing PIA or an additional module that was not covered in the original PIA.

No

1.4. What are the data or information elements involved in your initiative?

In the table below, please list all the elements of information or data that you might collect, use, store, disclose or access as part of your initiative. If your initiative involves large quantities of information or datasets, you can list categories or other groupings of personal information in an appendix.

Information Type	Information Collected
Personal Information	From Students: none From Third Parties: none From VIU Employees: IP address
Contact details	From Students: none From Third Parties: none From VIU Employees: none

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Account information: what info is required to set up an account?	<ul style="list-style-type: none"> • Account Information: When you create an account with us (ChatGPT), we will collect information associated with your account, including your name, contact information, account credentials, date of birth, payment information, and transaction history, (collectively, “Account Information”).
Commercial information	None.

1.4a. Did you list [personal information](#) in question 1.4?

Personal information is any recorded information about an identifiable individual, other than business contact information. Personal information includes information that can be used to identify an individual through association or reference- see the table below for examples of Personal Information.

Business contact information, in turn, is defined as information to enable an individual at a place of business to be contacted and includes the name, position name or title, as well as business telephone number, address, email or fax number of the individual. BC FIPPA does not protect business contact information.

Examples of Personal Information	
<ul style="list-style-type: none"> • Name, age, sex, weight, height • Home address, phone number • Race, ethnic origin, sexual orientation • Medical information • Health history • Number or symbol assigned to the individual • Income, purchases, and spending habits • Blood type, DNA code, fingerprints 	<ul style="list-style-type: none"> • Marital or family status • Religion • Education • Financial information • Criminal information • Employment information • Personal views or opinions, except if they are about someone else

- If yes, go to [Part 2](#)
- If no, answer question 1.5 and submit questions 1 to 1.5 to pia@viu.ca. You do not need to complete the rest of the PIA template.

Click or tap here to enter text.

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1.5. How will you reduce the risk of unintentionally collecting or disclosing personal information?

Some initiatives that do not require personal information are at risk of collecting, using, or disclosing personal information inadvertently, which could result in an information incident.

- We will not be applying any data sets or any form of personal information in the use of artificial intelligence. It is only for general editing, not generating knowledge, or organizing raw data of any form.

How will you ensure only authorized individuals will have access to the tool?

- The Principal Investigator will be using a Chat GTP Pro account that will be secured with a password and multi-factor authentication.
- One additional project team member from the research lab can be granted access at a time to support writing-related tasks. This individual will not be working with research data or any sensitive information. When their role on the project ends, the password will be changed before access is passed on to another team member.

How will you ensure users only use for stated purposes?

- The tool is used for communication support —improving the tone of emails, reducing word count, editing letters of support, and creating images and figures to represent content. Any secondary users will be informed of the intended use and are instructed not to enter any personal or identifiable data. Because access is limited to one user at a time, and I stay involved in reviewing the outputs—I am able to maintain oversight of how it’s being used.

Can you please provide a concrete example or describe a scenario of how you will be using the tool?

- Asking the tool to reduce the word count of a long email to make it more concise, or to improve the clarity and tone of a letter of support for a grant application, or to review a paper and provide suggestions on how to improve it. In some cases, we may use the image generation feature to create a visual of content. We do not use the tool to process data, or work with any sensitive or participant-related information.

Summary and Proponent Responsibility

This section is for Privacy Office recommendations as well as any limitations due to privacy concerns.

- The proponent has assured that there will be no Personal Information input to the ChatGTP tool.
- The proponent has agreed to a limited use of the ChatGPT Pro tool and has committed to strict oversight and access controls as described above in section 1.5.
- In addition, the proponent agrees to follow the recommended terms of use as set out below:

Terms of use for using GenAI tools at VIU

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Due to the inherent privacy, security, and safety risks GenAI tools pose to VIU students, employees, and systems, users should adhere to the following guidelines. Even when a GenAI tool has undergone a Privacy Impact Assessment (PIA), VIU cannot fully assess the inherent risks involved due to the “black box” nature of GenAI. In following a precautionary approach, the VIU Privacy Office and General Counsel recommend the following:

- Users should not input their personal information into a GenAI tool.
- Users must never enter any other user’s personal information into an AI tool without their explicit and meaningful consent.
- Users must not enter VIU confidential information into an AI tool.
- Users must not enter other’s Intellectual Property (IP) or copyrighted information into the tool.
- Users are responsible for ensuring that outputs do not infringe on copyright or IP. If it is not clear where the source of training data is from, be mindful that outputs could contain IP, copyrighted material, or other’s personal information.
- VIU employees who use generative AI tools should fact-check any outputs and correct any errors or misleading information.
- VIU employees using GenAI tools should edit any output to ensure it does not include any prejudice, discriminatory, or hateful language. Users will be held accountable and will not have the ability to scapegoat or blame the AI tool.
- Users take responsibility for any unanticipated harms, breaches of privacy or confidentiality, or infringement of other’s Intellectual Property as a result of using this tool.

This PIA accurately documents the data elements and information flow at the time of signing. If there are any changes to the overall initiative, including to the way personal information is collected, used, stored or disclosed, the program area will engage with their Privacy Office and if necessary, complete a PIA update.

Role	Name	Electronic signature
Initiative lead	[REDACTED]	[REDACTED]
Program/Department Manager (if different from initiative lead)	[REDACTED]	[REDACTED]