



PIA #: PIA 2024-013

Chat GPT 3.5 – Pedagogical Initiative

PRIVACY TRACKING

PIA number: PIA 2024-012
System / project: Chat GPT 3.5
Unit responsible: Provost and VP Academic
Date of meeting: n/a
Present during meeting: n/a
Notes taken by: Ernest Soares & Kanthi Jayasundera & Paul Kingsbury
Date Approved: May 22, 2024

QUESTIONS FOR INITIATIVE LEAD

1. Please provide a description of program/ initiative (what is the purpose/objective of initiative?)
 - The ChatGPT AI Pedagogical Initiative aims to allow integration of ChatGPT AI into the classroom to enhance learning, support educators, and boost student engagement. The Initiative’s objectives include tailoring educational content to individual educators’ needs, creating interactive learning scenarios, promoting digital literacy, improving accessibility, encouraging innovative teaching methods, and discussing the ethical use of AI.
 - Users are provided with an advisory notice (copied below) prohibiting the uploading of any personal or confidential information whilst using the Chat GPT AI and are further advised to avoid relying on any responses from the Chat GPT AI to make decisions concerning individuals.
 - Feedback will be used to refine the program, aiming for improved learning outcomes and innovative educational practices.
2. Has a contract been signed with vendor/third party? (if yes, send to privacy team for review with these answers)
 - No
3. Was SFU’s Privacy Protection Schedule (PPS) or Cloud Privacy Protection Schedule (CPPS) appended to the contract? if not, why not?
 - No, no contract was concluded

4. What Personal information (PI) elements are being collected (e.g. email addresses, IP addresses, assignment work)?
- None, users are prohibited from inputting any personal information or confidential information when using Chat GPT for pedagogical use as per the advisory notice below.
5. What non-personal information elements are involved in the initiative (i.e. what other information is being collected):
- prompts could include any form of non-personal information
6. ~~Is the information necessary for the initiative?~~
- —
7. ~~Is the information sensitive (i.e. is the information one of the following types of information: medical or financial information, detailed identification information (e.g. driver's license number, SIN number, date of birth)?)~~
- —
8. ~~What information is newly collected by the initiative and information has already previously been collected by the university but is put to a new use (e.g. Student email addresses are already known, and may be newly used for this software)?~~
- —
9. ~~How and from whom is the newly collected PI collected?~~
- —
10. Please complete the Collection Notice below:

~~{Program} collects personal information on behalf of SFU under the authority of the University Act (RSBC 1996, c.468) and the Freedom of Information and Protection of Privacy Act (RSBC 1996, c.165), [if applicable, cite also any applicable administrative policies approved by the University's Board of Governors; other provincial or federal legislation or regulation; binding legal contracts such as collective agreements; etc.]. The personal information collected includes [list elements].~~

~~It is related directly to and needed by the University [describe why (i.e. the purpose) the information is needed]. The information will be used [must~~

~~describe all uses and be specific]. The information may be disclosed to [list third parties, if applicable].~~

~~If you have any questions about the collection and use of this information please contact [Position Title, Business Address or Email, Business Phone Number].~~

Advisory Notice to be provided to Chat GPT Users

You agree not to upload, submit, or provide access to documents that contain personal (non-business contact information) or confidential information to the Chat GPT AI, for example:

- Personal Information may include student names, private non-business addresses, non-work related phone numbers, non-work related email addresses, social security numbers, employment or education history, etc. For a more expansive list of personal information data elements please see: https://www.sfu.ca/content/dam/sfu/policies/files/information_policies/I10-11/I10.11%20Schedule%201%20-%20%20May%2029%202021.pdf
- Confidential or Sensitive Content: Including regulated data, proprietary business information, financial details, legal documents, or any other information that is confidential in nature regarding the university.

You are to avoid relying on any responses from the Chat GPT AI to make decisions concerning individuals and are responsible for verifying the accuracy of statements provided by this AI.

When using AI-generated responses, it's crucial to recognize that these systems can produce factually inaccurate or biased information due to limitations in their training data or algorithms. Always consult reliable sources, apply critical thinking, and seek expert advice when relying on AI-generated responses.

Student work should never be uploaded/submitted to the Chat-GPT AI except by, or with permission of, the copyright owner. When using copyright protected works with the Chat-GPT AI in circumstances when no Copyright Act exception covers your

use, you agree to only submit or upload content for which you own the copyright, or for which you have explicitly obtained the copyright owner's consent to submit or upload, to the Chat-GPT AI.

Should you have any inquiries or concerns regarding the appropriate use of the Chat GPT AI at SFU, please contact vpaexec@sfu.ca.

11. How will the PI be used?

• —

12. Is the information used to make decisions that will affect the individual?

• —

a. If yes, how long will the records containing the information be retained?

• —

b. Is there a retention schedule for the records being created by this program/initiative?

• —

c. What is the retention period?

• —

13. What is the process to correct the PI if requested by the affected individual?

• —

14. Who will have access to the PI?

• —

15. Are there any foreseen disclosures of the PI?

• —

16. Role designated accountable (Who would be responsible for monitoring the program/initiative and advising the Privacy Team if the program changes how or what personal information it collects, uses, or discloses?)

- [Kris Magnusson, Senior Advisor, Strategic Initiatives, vpa_strat@sfu.ca](#)

17. Has an SFU IT security professional determined that this software employs reasonable security arrangements (if so, who?)

- No, the AI is not integrated into SFU’s electronic ecosystem.

QUESTIONS FOR PRIVACY TEAM

~~Legal Authority for collection, use, and disclosure~~

- ~~Collection: 26(c)~~
- ~~Use: 32(a)~~
- ~~Disclosure: 33(2)(d)~~

Privacy risks and responses/mitigations

