

5 November 2025

Ref: OIA-2526-022

9(2)(a)

Tēnā koe 9(2)(a)

Thank you for your email of 16 October 2025 to the Social Investment Agency (SIA) requesting information on SIA's use of artificial intelligence (AI), under the Official Information Act 1982 (the Act). I have responded to each of your questions in turn below.

1. *A list of all AI tools that are currently approved for use by staff at your agency.*
2. *Any documentation outlining the conditions, guidelines, or policies attached to the approval and use of these tools.*

In response to parts one and two of your request, please find attached SIA's Artificial Intelligence Policy, that I have decided to release to you in full. This policy includes a list of all AI tools approved for use by SIA staff.

3. *For each approved tool that is not free to use, please provide the number of paid licenses or subscriptions the agency currently holds. I confirm that I do not require any commercially sensitive information (e.g. licence costs), merely the number of authorised users.*

Regarding part three of your request, I can confirm that SIA has purchased 76 Azure licenses to allow staff to access Azure's Open AI functionality in a secure environment.

4. *Copies of all completed Cloud Risk Assessments and Privacy Impact Assessments (or equivalent documents) for each of the approved AI tools.*

Regarding part four of your request, I can confirm that SIA provides a secure Azure Data and Analytics Platform (the Platform) that allows staff to safely use OpenAI with non-public information. The Platform has been certified and accredited to a level of 'sensitive' aligning to the GCD0 standards, with subsequent re-accreditation. It does not access the internet.

SIA has not conducted a Cloud Risk Assessment or Privacy Impact Assessment (PIA) for the Platform or any other approved AI tools as our AI policy provides protection with confidential information not being permitted to be used with AI tools. The Platform does not currently host personally identifiable information. Therefore, a PIA has not been required. As new data sets are ingested, this would be reviewed on a case-by-case basis. Therefore, I am declining this part of

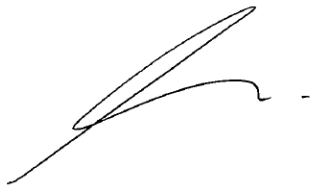
your request under section 18(e) of the Act *that the document alleged to contain the information requested does not exist.*

If you wish to discuss any aspect of your request or this response, or if you require any further assistance, please contact info@sia.govt.nz.

As part of our commitment to transparency, we proactively release our responses to information requests where possible. This response, with your personal details removed, may be published on our website shortly.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Luana Scowcroft', with a stylized flourish at the end.

Luana Scowcroft
Manager – Engagement, Ministerials, and Communications
Social Investment Agency



Using Artificial Intelligence

Intent

To provide clarity and guidance on when and how to use artificial intelligence (AI) at SIA; which tools to use for different tasks; and how to ensure quality and security.

Policy statement

This policy encourages and supports our people in the effective and responsible use of AI to enhance productivity, improve our work, deliver value, and maintain integrity, quality, security, and data ethics. We protect data from inappropriate access or misuse and enable better data extraction, analysis and use.

Our values

Tāngata – We're about people

People do better, sooner and for longer, when the social system works in partnership, acting on better evidence to develop and deliver services.

We support our people to enable and empower them to spend more of their time on work that contributes to better outcomes for New Zealanders.

Manawa Maui – We're a catalyst for change

We challenge the status quo constructively and seek better ways of doing things. We help create change to improve lives through different approaches.

We support the use of AI to enable us to work more effectively as we drive system change.

Taunakitanga – We influence through evidence

We use evidence to influence positive change for New Zealanders.

We support and enable the use of AI to develop more timely and efficient insights, analysis and advice in our role as system leaders.

Puaretanga – We're transparent by nature

We share what we're doing, how we're doing it and what we learn.

We use data and information ethically to produce accurate, quality work efficiently. We are open about how we work, acknowledging when AI has been used.

Principles

SIA adopts the principles from the Public Service AI Framework, applied to our specific context:

- **Inclusive, sustainable development**
 - We use AI to work more efficiently and effectively
 - We focus on how AI can help us better support those experiencing disadvantage
- **Human-centred values**
 - We ensure all AI use respects privacy and upholds ethics
 - People always make the final decisions, not AI
- **Transparency and explainability**
 - We're clear about when and how we use AI
 - We can explain how AI has contributed to our work
- **Safety and security**
 - We protect all information when using AI
 - We assess and manage risks appropriately
- **Accountability**
 - We take responsibility for all AI-assisted work
 - We have clear oversight of how AI is used

Purpose

Artificial intelligence continues to be a rapidly emerging area. SIA uses these new tools in ways that align with and contribute to SIA's goals, maximise our productivity and are safe, robust and transparent.

We support people to use AI by providing guidelines for safe use so we protect the quality of our work, the reliability of the outcomes we produce, the security of data we use, and people's personal information.

This policy therefore applies to all material we produce with the assistance of AI, as well as material created, collected and held about employees, contractors, correspondents, or provided to us in submissions.

Who this Policy applies to

This policy applies to all SIA permanent and fixed term employees, contractors and consultants, secondees, interns and volunteers.

Effective date

This policy is in place until SIA's ELT agree that it is no longer relevant or should be replaced. Due to the rapid evolution of AI, it is reviewed at least annually.

Context

AI is a tool to help you work better, not replace your expertise and judgment. Since becoming a mainstream tool, AI has proved its worth in the public service context. It enhances speed and efficiency and, when used well, quality.

AI has uses for most, if not all of our people depending on their role at SIA.

Policy advisors: Summarising research, drafting discussion papers, refining language in briefings

Data analysts: Help with code, explaining complex concepts, drafting methodology sections

Project managers: Creating meeting summaries, drafting emails, building project timelines

Administrative staff: Summarising documents, drafting correspondence, organising information

However, some risks exist when using AI, such as risks around privacy, security (of data and of the organisation), or poor outcomes, rogue conclusions and the magnification of bias in language and analysis.

You are responsible for anything you share, even when AI helped create it, and this includes any aspect of the quality or veracity of it.

Being transparent when we use AI

We are completely open about using AI. This means that, every time AI is used for any SIA purpose, you must be completely **transparent** about having used AI.

In particular, we proactively declare when we have used AI in the creation of any collateral, conclusions or advice.

We also have standard statements about our general use of AI in all our email signatures, on our website, and on all external publications. Wording for all of these is under Appendix 2.

This applies especially when we use Māori data.

Points to remember about using AI at SIA

First steps

1. **Complete the training:** All staff must complete a short AI training session.
2. **Try it out:** Start with simple tasks like drafting emails or summarising documents.
3. **Connect with champions:** AI champions can help you learn effective approaches.
4. **Share what works:** Tell others about successful AI uses in your work.

Maintaining quality

When using AI, always:

1. **Review thoroughly:** Read everything AI produces before sharing it
2. **Verify facts:** Check that information is accurate and current
3. **Apply your judgment:** AI suggestions aren't always right or appropriate
4. **Get feedback:** For important documents, have a colleague review as well

Using AI safely through the Platform

SIA provides a secure SIA Platform that allows staff to safely use AI with non-public information. The Platform:

- keeps information secure and protected
- provides AI tools appropriate for our work
- complies with government security requirements
- creates a safe environment for using AI with internal documents.

All references to “the Platform” in this Policy are specifically to the SIA Platform only.

How to use AI at SIA

When working with **UNCLASSIFIED** information

Staff are permitted to use any approved AI tool when working with UNCLASSIFIED information.

This includes publicly available information and general material that is not sensitive.

Examples of what you might use AI for are:

- drafting and editing general, non-sensitive emails
- summarising publicly available reports
- researching topics using public sources
- brainstorming ideas
- getting help with basic coding
- improving, checking or editing your writing (as long as it's non-sensitive)

In this case, you must:

- only use tools from our approved list (see Appendix A)
- never upload anything that isn't publicly available
- always read and carefully review AI-generated content before sharing it
- check that what the AI has produced is accurate, appropriate and unbiased
- remember that you are responsible for anything you share, even if AI helped create it

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When working with IN-CONFIDENCE, SENSITIVE, or RESTRICTED information

Staff must use the SIA AI Platform when working with IN-CONFIDENCE, SENSITIVE, OR RESTRICTED information.

This includes internal documents, non-public information, and sensitive or potentially sensitive material.

Examples of what you might use the SIA AI Platform for are:

- working with internal SIA documents
- drafting reports and briefings
- analysing organisational information
- developing advice and recommendations
- preparing presentations containing non-public information
- working on policy or system change initiatives

For these activities and with this information, you must:

- only use the SIA AI Platform
- only include information that's necessary for your task
- have an SIA colleague review important AI-assisted work
- remember that you remain accountable for the quality and accuracy
- declare in the work how AI contributed to it

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When working with CONFIDENTIAL, SECRET, or TOP-SECRET information

AI use is not permitted for anything involving CONFIDENTIAL, SECRET, TOP SECRET OR TOP SECRET SPECIAL information.

This includes all highly sensitive information and all information requiring strict protection.

For these categories of information, you must:

- not use any AI tools at all. This includes the SIA AI Platform
- use conventional methods only to work with this information
- if you're unsure about classification, check with your manager or the Strategy and Performance team.

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Do**Before:**

- Assess the classification of the information you are working with.
- Assess if you can use AI at all, noting that it is only suitable for information classified as UNCLASSIFIED, IN-CONFIDENCE, SENSITIVE OR RESTRICTED. All other information is not suitable for use with AI tools.
- Select the AI tool you will use. Ensure the tool is on the approved AI tools list (see Appendix 1). Remember you must use the Platform for any information above UNCLASSIFIED.
- When using generative AI for work purposes off the Platform, use **temporary chat** to disable learning functions, history and memories
- If you are using an AI tool to work on analysis, assess the risk of bias by considering the data, the methodology, and the intended outcome.
- Only ever work within the Algorithm Charter.
- Consult with Stats NZ's Centre for Data Ethics and Innovation where appropriate.
- Consult with the Data Systems team if needed.

After:

- Perform a quality assurance check, applying subject matter expertise where appropriate. For some material, have a peer perform this step for you.
- Ensure you have declared your use of AI in any collateral, conclusions, advice or external publication.

Throughout:

Perform thorough quality assurance checks at all stages to guard against bias, black box problems and poor decision making.

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Don't

- Never use any unapproved AI tool.
- Never use imagery created by AI – it's just not good enough yet.
- Never upload anything to any AI tool off Platform – not documents and not data.
- Never use AI to analyse any personal data. *This includes IDI data – it may **never** be used with AI tools at this stage. No data or values may be taken outside the Lab in any form. AI may still be used for other purposes described in the Policy (writing reports, checking grammar, using plain language rewrites, creating summaries) in reference to IDI data.*
- Never use an AI tool that does not appear on the list of approved AI tools. If there is one you wish to use that does not appear, discuss it with the Data Systems team.

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Who does what

SIA managers

All SIA managers must:

- support their team to use AI appropriately
- ensure their team understands this policy
- model appropriate AI use

Data Systems team

The Data Systems team:

- manages the SIA AI Platform
- maintains the list of approved AI tools
- provides technical support, information and guidance.

AI Champions

AI Champions must:

- help colleagues with their use of AI
- share use examples and model best practice
- provide peer support on AI

AI Governance Group members

Members of the AI Governance Group must:

- oversee SIA's approach to AI use
- recommend updates to this policy as technology evolves
- address issues on AI use as they emerge

All staff

All SIA staff must:

- ensure your use of AI aligns with the classification of the information
- complete the required AI training
- review and verify AI-assisted outputs
- ask for help if unsure

Unauthorised or improper use of AI may be considered a serious matter and dealt with accordingly.

Other policies


























This policy should be read and understood with relevant SIA policies and strategies, including:

- [Privacy Policy](#)
- [Security Policy](#)

It should be read in conjunction with the [Public Service AI Framework](#), [MSD Acceptable Use of Technology Policy](#), and the [Generative Artificial Intelligence – System Leaders’ Guidance for the Use of GenAI Across the New Zealand Public Service](#), the [Algorithm Charter](#), as well as the [Data Protection and Use Policy \(DPUP\)](#), the [Official Information Act 1982](#), the [Privacy Act 2020](#), and the [Copyright Act 1994](#).

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Appendix 1 – Approved AI tools

 o3-mini Chat completion	 gpt-4o-mini-audio-preview Audio generation	 gpt-4o-mini-realtime-preview Audio generation	 o1 Chat completion
 o1-mini Chat completion	 gpt-4o Chat completion	 gpt-4o-mini Chat completion	 gpt-4o-audio-preview Audio generation
 gpt-4o-realtime-preview Audio generation	 o1-preview Chat completion	 gpt-4 Chat completion	 gpt-4-32k Chat completion
 text-embedding-3-large Embeddings	 text-embedding-3-small Embeddings	 tts Text to speech	 tts-hd Text to speech
 whisper Speech recognition	 dall-e-3 Text to image	 dall-e-2 Text to image	 text-embedding-ada-002 Embeddings
 davinci-002 Completions	 gpt-35-turbo-16k Chat completion	 gpt-35-turbo-instruct Chat completion	 gpt-35-turbo Chat completion
 babbage-002 Completions			

NB Claud may also be used outside the Platform.

Appendix 2 –AI transparency statements

To accompany work produced using AI

"This content was generated with the assistance of artificial intelligence (AI). AI has not been used to analyse raw data." OR

"AI-powered tools were used in the generation of this content, with the exception of the analysis of raw data." AND

"The author remains responsible for the content in its entirety including all AI-generated or assisted parts and aspects and for ensuring it meets all applicable standards for accuracy, fairness, reliability and the absence of bias. Please note that we do not use AI to analyse raw data."

Email Signature Addition

"At SIA, we use AI tools responsibly to help develop more timely and efficient evidence and insights for better social outcomes."

Website Statement

"The Social Investment Agency embraces artificial intelligence as a key enabler of our mission. We use AI responsibly to enhance our analytical capabilities, improve our evidence base, and ultimately contribute to better outcomes for New Zealanders. Our approach to AI balances innovation with appropriate safeguards, ensuring we maintain privacy, security and fairness while driving greater public value from data and analytics."

External Publication Statement

"This document was developed using a combination of human expertise and artificial intelligence tools. AI was used primarily to assist with language refinement and communication clarity rather than generating new content or analysis. All content has been reviewed and verified by SIA staff, who maintain full accountability for the accuracy and quality of this material."