

4.

Risk List




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What is a 'risk list'?

- A risk list captures all AI tools that are currently being used or being considered for use by staff and provides a red, amber or green rating for their usage.
- Legal obligations around data protection and GDPR are key considerations in determining the rating each tool. Other considerations could include IT infrastructure, cost or licensing, training and support availability and environmental impact.
- The list is a mechanism to reduce risk by allowing those with data governance skills to review the Terms of Service of platforms removing the burden of assurance from individual staff.
- This should be a live document that staff can return to regularly as further tools are identified and reviewed.
- The risk list should always be reviewed alongside your organisation's relevant policies and procedures, and signpost to further support or where to ask questions.

Colour	Risk rating	Details
GREEN	1	This is a green-lit tool. We have some data privacy assurance. All staff have access to and can use this tool while following policies and guidance.
AMBER	2	Under review. Not green-lit. We do not have data privacy assurance, so we cannot offer access to all staff and do not advise using the tool unless we are 100% sure no sensitive, confidential or personal data is being processed. For more information or to discuss use cases, please contact: xxxx
RED	3	Under review. Not green-lit. Please do not use. For more information, please contact: xxxx

AI Tools Risk List ☆							
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Tool	logo	Purpose	Key features and u...	Status	Notes	Updated	Link
Microsoft Co-pilot chat		AI chat/general purpose AI tool available with Microsoft 365.	Uses include: * Summarising documents, information and data * Creating content (text, images, agendas etc) and brainstorming * Summarisation of emails and Teams messages in your Microsoft 365 account, * Finding information or answers to questions * Includes IT controls and enterprise-grade privacy and security.	✓ Green	Co-pilot Chat available to all staff through Microsoft 365 accounts.	Feb 2025	https://copilot.cloud.microsoft/?fromCode=cmcv2&redirectId=0D39DA74F5...