



17 November 2025

OIAD-1795

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Tēnā koe 9(2)(a)

Thank you for your email of 17 October 2025 requesting the following under the Official Information Act 1982 (the Act) of the Ministry for the Environment (the Ministry):

Approved Artificial Intelligence Tools This is a request made under the Official Information Act 1982. To better understand the government's use of artificial intelligence (AI), I request the following information:

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

I have responded to your questions below.

- 1. A list of all AI tools that are currently approved for use by staff at your agency.*

Microsoft Copilot is the only approved AI tool for use at the Ministry. The Ministry's AI Use Policy sets out that information up to, and including, "IN-CONFIDENCE" may be entered into AI.

- 2. Any documentation outlining the conditions, guidelines, or policies attached to the approval and use of these tools.*

This part of your request has been interpreted to include documentation on the proper use of Copilot.

Documentation on *how to use* Copilot, such as instructions, tutorials and presentations has been excluded. Note that the Ministry currently utilises Microsoft resources for Copilot training and refers staff to the Public Service AI Framework from the Department of Internal Affairs [Public Service AI Framework | NZ Digital government](#) and the Leadership Development Centre (LDC) resources at [LDC :: AI Foundational Capability](#).

I am releasing the Ministry's *AI Use Policy* to you in full.

The Ministry has also published several guides on its intranet page. The Ministry is releasing these to you as extracts, in accordance with section 16(e) of the Act. These have been compiled into a single document for convenience.

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.

As of 17 October 2025, the Ministry had 170 licensed users and are planning wider allocation of licenses in the coming weeks, via a request process.

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

I can confirm the Ministry has completed a Security Risk Assessment and Privacy Impact Assessment. The Privacy Impact Assessment is currently pending approval.

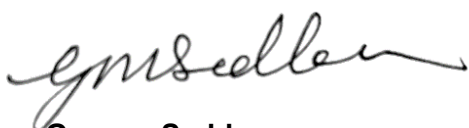
The release of these documents could reveal potential security vulnerabilities and key security details related to the Ministry's technology environment. I am therefore withholding both assessments in full under section 9(2)(k) of the Act to prevent the disclosure or use of official information for improper gain or improper advantage.

In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the withholding of information in this request is not outweighed by other considerations that render it desirable to make the information available in the public interest.

You have the right to seek an investigation and review by the Office of the Ombudsman of my decisions relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found at: www.ombudsman.parliament.nz.

Please note that due to the public interest in our work, the Ministry publishes responses to requests for official information shortly after the response has been sent on our website at: <https://environment.govt.nz/about-us/official-information-act-requests/>. If you have any queries about this, please feel free to contact our Ministerial Services team at: ministerials@mfe.govt.nz.

Nāku noa, nā



Gemma Seddon

General Manager – Information and Technology (Acting)
Ministry for the Environment | Manatū Mō Te Taiao