

Waitaki Power Trust

100% Shareholder of Network Waitaki Limited



AI Policy

Waitaki Power Trust

Name of Policy	AI Policy
Effective Date	12 August 2026

	Designation	Signature
Written By:	Helen Fortune	
Approved By:	Trustees	
Resolution:	WPT 14/129	

Approval Date:	12 August 2026
Revision Authority:	All amendments must be approved by Trustees
Revision Frequency:	Annually
Review Date:	August 2027

Version Number	Description of Change:	Prepared by:	Date:	Resolution:
Version 1	New Policy	Helen Fortune	12 Aug 2026	
	Revision Amendment: P7 Policy to be reviewed annually.	Helen Fortune	12 Aug 2026	WPT 14/129

Artificial Intelligence (AI) Acceptable Use Policy

Version 1.0

1. Purpose

The Waitaki Power Trust ("the Trust") recognises that Artificial Intelligence (AI) tools, including Microsoft Copilot, ChatGPT, and other generative AI applications, can improve productivity, research, drafting, and administrative efficiency.

The purpose of this policy is to ensure that AI tools are used responsibly, securely, and in a manner that protects the Trust's confidential information, stakeholders, and reputation.

2. Scope

This policy applies to:

- Trustees
- Employees
- Contractors and consultants
- Any person accessing Trust information or systems

This policy covers the use of all AI systems, including but not limited to:

- Microsoft Copilot
 - ChatGPT
 - Google Gemini
 - Claude
 - Perplexity
 - Any other AI-powered application or service
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3. Guiding Principles

The Trust supports the responsible use of AI where it:

- Improves efficiency and productivity.
- Assists with drafting, summarising, and research activities.
- Maintains the security and confidentiality of Trust information.

- Complies with applicable legal, privacy, and governance obligations.
- Preserves human oversight and decision-making.

AI tools are intended to assist users and must not replace professional judgement, trustee decision-making, or governance responsibilities.

4. Permitted Use

Users may use approved AI tools for:

- General research on public information.
- Drafting correspondence and reports.
- Creating ideas, outlines, and templates.
- Summarising publicly available information.
- Administrative and productivity tasks.
- Creating presentations, meeting agendas, or non-confidential content.

All AI-generated content must be reviewed and verified by the user before being relied upon or shared.

5. Prohibited Use

The following activities are strictly prohibited when using publicly available or open AI platforms:

Users must not upload, enter, or disclose:

- Trust documents.
- Board papers.
- Meeting minutes.
- Governance reports.
- Financial information.
- Investment information.
- Legal advice.
- Commercially sensitive information.
- Personal information relating to beneficiaries, contractors, or stakeholders.
- Any information classified as confidential by the Trust.

Users must not:

- Ask public AI platforms to analyse confidential Trust information.

- Upload documents for review, summarisation, or investigation on publicly available AI systems.
 - Enter information that could identify individuals or disclose private matters.
 - Use AI to make decisions on behalf of the Trust without appropriate human review.
 - Represent AI-generated outputs as official Trust advice without verification.
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6. Open AI Platforms

For the purposes of this policy, Open AI Platforms include publicly accessible services where information entered may be retained, processed, or used outside the Trust's controlled environment.

Examples include:

- Free or personal versions of ChatGPT
- Free or personal versions of Gemini
- Free or personal AI assistants
- Any AI service not specifically approved by the Trust

No confidential, sensitive, governance, financial, legal, or operational information is to be entered into these platforms.

7. Approved Closed and Secure AI Environments

Use of AI tools operated within a secure and approved organisational environment is permitted where:

- The platform is approved by the Trust.
- Appropriate privacy and security protections are in place.
- Data entered remains within the approved tenancy or environment.
- The provider contractually agrees not to use Trust data for model training or public disclosure.
- The use complies with all Trust information security requirements.

Examples may include:

- Microsoft Copilot for Microsoft 365 operating within the Trust's Microsoft tenancy.

- Other enterprise AI platforms approved by management and supported by suitable privacy and security controls.

Even within approved environments, users should only use the minimum amount of information necessary to complete the task.

8. Accuracy and Verification

AI-generated outputs may be inaccurate, incomplete, biased, or outdated.

Therefore:

- Users remain responsible for all content they create or distribute.
- AI outputs must be checked for accuracy before use.
- Important decisions must not be based solely on AI-generated content.
- Professional judgement must always be applied.

9. Privacy and Confidentiality

Users must comply with:

- The Privacy Act 2020.
- The Trust's confidentiality obligations.
- Information security policies.
- Any contractual confidentiality requirements.

Any suspected privacy breach or inappropriate disclosure involving AI tools must be reported immediately to the Chairperson or designated Trust representative.

10. Monitoring and Compliance

The Trust reserves the right to:

- Monitor the use of approved AI tools on Trust systems.
- Review compliance with this policy.
- Restrict or remove access to AI services where necessary.

Failure to comply with this policy may result in disciplinary action and, where appropriate, legal action.

11. Policy Review

This policy will be reviewed annually, or sooner if required due to:

- Changes in legislation or regulatory requirements.
 - Significant developments in artificial intelligence technologies.
 - Changes to the Trust's information security framework.
 - The implementation of new AI platforms or services within the Trust.
 - Lessons learned from incidents, audits, or governance reviews.
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Policy Statement

The Waitaki Power Trust prohibits the upload, disclosure, analysis, investigation, or processing of Trust documents or confidential Trust information through publicly available AI platforms. This includes governance papers, board documents, financial information, investment information, legal advice, commercially sensitive material, and personal information.

The use of approved enterprise or closed-environment AI platforms, such as Microsoft Copilot operating within a secure organisational environment, is permitted provided appropriate security, privacy, and governance controls are maintained.
