28 May 2025   File Ref: OIA 50431

Tēnā koe

Official Information Act request

Thank you for your information request dated 13 May 2025. You asked for the following information:

> *"I'd like to know how much government agencies are using artificial intelligence.*
>
> *Does your organisation have an AI policy or guidance for staff? I would like to see a copy of that guidance if it exists.*
>
> *If it doesn't exist yet, what advice have you given staff so far on using AI? And do you have a timeline for creating your own AI policy"?*

Your request has been considered in accordance with the Official Information Act 1982 (the Act).

Two documents have been identified in scope of your request. The document and my decisions with regard to the release of the information are set out in the table attached as Appendix A.

I trust my response satisfies your request.

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

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact us at oia@tpk.govt.nz.

Ngā mihi

Manaia King
Hautū, Te Puni Rangatōpū | Deputy Secretary, Corporate

Appendix A – documents OIA request from [redacted] dated 13 May 2025

Item	Date	Document description	Decision
1.	17/09/2024	Ngā Mātāpono Atamai Hangahanga (AI) Artificial Intelligence (AI) Principles	Released in full
2.	17/09/2024	Te Kaupapahere Atamai Hangahanga (AI) Artificial Intelligence (AI) Policy	Released in full

Te Puni Kōkiri
MINISTRY OF MĀORI DEVELOPMENT

Artificial Intelligence (AI) Principles | Ngā Mātāpono Atamai Hangahanga (AI)

These are the guiding principles for our adoption and use of AI tools within Te Puni Kōkiri. They are rooted in ethics, fairness, safety and security and will serve as the guiding framework for all AI policies and procedures that we develop.

In our use of AI we will:

Protect Māori data sovereignty

We will protect Māori data sovereignty and the rights of Māori as articulated in Te Tiriti o Waitangi.

Ensure safety and security

We will use AI in ways that ensure the safety and security of our Ministry, our data, information and systems, our kaimahi and stakeholders, and the public.

Be ethical, just and fair

We will use AI in ways that promote fairness, abide by the laws of New Zealand, and do not unjustly harm, exclude, disempower or discriminate against individuals or particular groups.

In doing so we will:

Be transparent
We will be open about our use of AI and how we use it in our mahi.

Be accountable
We will take responsibility for our use of AI and any decisions we make.

Ensure accuracy and reliability
We will review AI output for accuracy, relevance and potential bias before using it.

Protect privacy
We will keep personal information of kaimahi, stakeholders and the public safe and secure when using AI.

Protect and govern data and information
We will properly manage and control access to our data and information when using AI. We will keep it safe from people viewing or sharing it without permission, whether on purpose or by accident. We will also keep safe any data or information that belongs to others when we use AI.

Commit to ongoing monitoring, learning and development
We will monitor our use of AI and continuously learn to improve. We will stay updated on developments in AI technology, practice, policy and guidelines, and incorporate new tools and practices where appropriate. We will continually learn how to make the best use of AI and incorporate it in our mahi.

Principles approval | Ko te whakaaetanga o te kaupapa

These principles owned and updated by:	They were approved by:	On the date of:	They are due for revision by:
Information Systems	The Deputy Secretary - Governance		

Acknowledgement [of the use of AI] | Te āhukahuka i [te whakamahinga o te AI]

Artificial Intelligence was used in the development of these principles. Specifically AI tools were used to:

- Provide ideas and suggestions around potential principles to consider
- Create sentences around specific concepts
- Wordsmith and create a cohesive tone
- Suggest resources

Related documents | Ko ētahi atu kaupapa here

AI Policy for Te Puni Kōkiri
This policy sets out the acceptable use of AI tools within Te Puni Kōkiri.

Information Management Policy
The purpose of this policy is to provide a framework and assign responsibilities for ensuring that full and accurate records are created and managed.

Information Security Policy
This policy defines the principles, expectations, roles and responsibilities to support Te Puni Kōkiri in upholding its Information Security responsibilities.

Security Classification Policy
This policy sets out the rules for protecting and handling information through the use of security classifications.

Personal Information Policy
The purpose of the Personal Information policy is to ensure effective processes are in place for all Personal Information held by Te Puni Kōkiri.

Interim generative AI guidance for the public service. GCDO (July 2023)
This guidance provides initial advice from the data, digital, privacy, procurement, and security System Leaders about Public Service use of generative AI tools. This guidance is intended to support agencies to make more informed decisions about using generative AI, balancing benefits and risks.

Algorithm charter
Algorithm Charter of Aotearoa New Zealand promotes the responsible and ethical use of algorithms in the public sector, ensuring that they are used in ways that are transparent, fair, and accountable. Te Puni Kōkiri is a signatory of this charter.

AI Principles and Māori Data Sovereignty
Tiriti-based AI Principles of Tino rangatiratanga, Equity, Active protection, Mana whakahaere, Mana motuhake, Tapu/noa.

[Te Mana Raraunga Māori Data Sovereignty](#)

This Te Mana Raraunga (TMR) Brief provides a general overview of key Māori Data Sovereignty terms and principles.

Contact | Whakapā mai

If you have any questions regarding this policy, you can contact the Manager, Knowledge Systems.

Te Kaupapahere Atamai Hangahanga (AI)
Artificial Intelligence (AI) Policy

Te Puni Kōkiri
MINISTRY OF MĀORI DEVELOPMENT

Why we have this policy | Ko te pūtake o tēnei kaupapa here

AI technology has grown exponentially in the last few years and is becoming increasingly integrated into our everyday tools. This policy provides guidance that allows us to use AI safely and responsibly at Te Puni Kōkiri. It enables us to take advantage of AI tools to enhance our mahi while also acknowledging and mitigating associated risks such as security and privacy breaches, bias, inaccuracy and lack of Māori data sovereignty.

This policy should be read in conjunction with our AI Principles, the Interim Generative AI guidance for the public service, and the Algorithm Charter for Aotearoa New Zealand.

In cases where issues are unclear, please consult the Manager, Knowledge Systems.

Policy | Kaupapa here

Te Puni Kōkiri provides you with access to approved AI tools to assist you in your mahi. This policy sets out acceptable use of AI in undertaking your mahi.

Use of AI tools | Te whakamahi i ngā taputapu AI

- You must only use AI tools that have been approved by Information Systems and have passed appropriate security and privacy assessments. Contact the Helpdesk for information on how to seek approval for an AI tool or system.

- While using AI tools, you must not (unless explicitly authorised):

  o input personal data or personal information, or query for personal information about an individual.

  o input any information or data that is classified IN-CONFIDENCE or above, as defined by the Protective Security Requirement .

  o input any information that meets the criteria listed under sections 6 or 9 of the Official Information Act 1994.

- You must check the accuracy of all AI output that is incorporated into your mahi and, where possible, cite reference sources.

- You must consider the sovereignty of any Māori data or information being used, either as input or output of AI and, where appropriate, seek permission for use.

- You must not breach intellectual property or copyright belonging to others in your use of AI. When inputting data or information into an AI tool, ensure you have the right to do so.

- You must consider the relevance and potential bias of any AI output that you incorporate into your mahi

- You must acknowledge the use of AI tools if they have significantly contributed to a piece of mahi or a decision.

- You must take responsibility for any AI outputs you choose to include or incorporate in your mahi.

- You must take responsibility for any decisions you make, even if the decision has been influenced or recommended by AI.

Consequences of breaching this policy | Ngā hua o te whati i tēnei kaupapahere

Any breach of this Policy may constitute misconduct and will be dealt with in accordance with the Disciplinary Process Policy of Te Puni Kōkiri.

Responsibility and enforcement | Ko ngā haepapa me ngā uruhi

This policy applies to all employees and authorised contractors of Te Puni Kōkiri.

Role	Responsibilities
All employees and authorised contractors	Are expected to comply with this Policy.
Deputy Secretary – Governance	The Deputy Secretary – Governance is the Chief Security Officer and is responsible for developing and implementing security procedures consistent with the Protective Security Requirements (PSR) and this policy.
General Manager – Information Systems	The General Manager – Information Systems is the Chief Information Officer (CIO) and Chief Information Security Officer (CISO) and is responsible for developing and maintaining our information security programme and ensuring compliance with relevant policies and standards, consistent with the PSR.
Managers	Manager are responsible for ensuring their employees complete all relevant training and adhere to the policy.

Monitoring and revision [of the policy] | Te aroturukitanga me te whakahounga [o te kaupapahere]

AI technology is changing rapidly. Opportunities, risks, and impacts of AI should be monitored and evaluated frequently, and changes made to this policy as needed.

Policy approval | Ko te whakaaetanga o te kaupapa

This policy is owned and updated by:	It was approved by:	On the date of:	It is due for revision by:
Information Systems	The Deputy Secretary – Governance		

Acknowledgement [of the use of AI] | Te āhukahuka i [te whakamahinga o te AI]

Artificial Intelligence was used in the development of this policy. Specifically, AI tools were used to:

- Create sentences around specific concepts
- Wordsmith and create a cohesive tone
- Suggest resources

Related documents | Ko ētahi atu kaupapa here

AI Principles for Te Puni Kōkiri [To be linked]
These principles set the guiding framework for any policies and processes developed within Te Puni Kōkiri for use of AI tools.

Information Management Policy
The purpose of this policy is to provide a framework and assign responsibilities for ensuring that full and accurate records are created and managed.

Information Security Policy
This policy defines the principles, expectations, roles, and responsibilities to support Te Puni Kōkiri in upholding its Information Security responsibilities.

Security Classification Policy
This policy sets out the rules for protecting and handling information through the use of security classifications.

Personal Information Policy
The purpose of the Personal Information policy is to ensure effective processes are in place for all Personal Information held by Te Puni Kōkiri.

Interim generative AI guidance for the public service. GCDO (July 2023)
This guidance provides initial advice from the data, digital, privacy, procurement, and security System Leaders about Public Service use of generative AI tools. This guidance is intended to support agencies to make more informed decisions about using generative AI, balancing benefits and risks.

Algorithm charter for Aotearoa New Zealand
The Algorithm Charter for Aotearoa New Zealand promotes the responsible and ethical use of algorithms in the public sector, ensuring that they are used in ways that are transparent, fair, and accountable. Te Puni Kōkiri is a signatory of this charter.

AI Principles and Māori Data Sovereignty
Tiriti-based AI Principles of Tino rangatiratanga, Equity, Active protection, Mana whakahaere, Mana motuhake, Tapu/noa.

Te Mana Raraunga Māori Data Sovereignty
This Te Mana Raraunga (TMR) Brief provides a general overview of key Māori Data Sovereignty terms and principles.

Glossary of terms | Te rārangi kupu

AI (Artificial intelligence)

Artificial intelligence (AI) is a field of computer science and machine learning that allows computer systems to perform tasks that typically require human intelligence. These tasks can include things like learning from data, recognizing patterns, making decisions and solving problems. AI enables computers to think, learn, and act in ways that mimic human intelligence, allowing them to tackle complex tasks and adapt to new situations without explicit programming.

GenAI (Generative AI)

Generative AI (GenAI) is a type of AI that uses prompts to generate responses that closely resemble human-created content. This content can be in the form of text, images, video, or audio.

Input

Input refers to any text, image, audio, video, code, link, data, dataset, or document provided as a prompt to an AI tool.

Output

Output in Generative AI refers to any text, image, audio, video, code, or document generated by an AI tool.

Contact | Whakapā mai

If you have any questions regarding this policy, you can contact the Manager, Knowledge Systems.