

AI Tools Guidance – V4.3 - 18th June 2026




This document is intended to provide simple guidance to our University Community members on what AI tools they can use to process and based on the respective classification of the data.

Not sure what classification the data is? On [this page](#) you can find information including a guide to classify the data. Please note that no system is ready (without specific configuration) to store or process Restricted data. If you think your data is Restricted, then please contact cybersecurity@otago.ac.nz

All these AI systems are cloud systems (except Ollama) which are not suitable for use with data that has a sovereignty requirement placed on it.































RECOMMENDED AI SYSTEMS

These AI systems are protected by university security measures and are the tools we recommend you use.






















































































SYSTEMS	Public	Internal Use	Business Confidential	Private Confidential	Restricted	Comments
Microsoft Copilot – Otago M365 licence						This includes all of the Otago Managed instances of Copilot that you can access via Edge browser and Microsoft applications.
UoO Cogniti						
UoO NebulaONE						
Zoom Workplace AI						
Heidi						

ALTERNATIVE AI SYSTEMS

SYSTEMS	Public	Internal Use	Business Confidential	Private Confidential	Restricted	Comments
If one of the recommended AI tools does not meet your requirements then these tools can be used at the indicated classification level and with following the guidance in the comments.						
Microsoft Copilot – Personal	✔	✔	✘	✘	✘	
Anthropic Claude	✔	✔	✘	✘	✘	Claude offers options to opt out of Anthropic using your data.
Open AI ChatGPT	✔	✔	✘	✘	✘	ChatGPT – Plus offers options to stop your data being used to train LLM models Data Controls FAQ OpenAI Help Centre
UoO Whisper	✔	✔	✔	✔	?	Locally hosted model
UoO Ollama	✔	✔	✔	✔	?	Locally hosted model
Google - Gemini	✔	✔	✘	✘	✘	With Gemini Apps activity turned off. How to: Manage & delete your Gemini Apps activity - Computer - Gemini Apps Help and not using Gemini Workspace.
DeepSeek App/Web	✔	✘	✘	✘	✘	
Apple Intelligence	✔	✔	✘	✘	✘	Note: When not connected to an OpenAI ChatGPT free account.
Superhuman Grammarly	✔	✔	✘	✘	✘	For educational, or specific business accounts the "Product Improvement and Training" option is off by default. This means user content is generally not used to train their models in these cases.
Adobe Firefly	✔	✔	✘	✘	✘	Doesn't train on any Creative Cloud subscribers' personal content. For Adobe

						Stock contributors, the content is part of Firefly's training dataset.
Canva						
Perplexity AI						Perplexity AI does use your data to train AI models by default. Users should turn this off in their settings: How to turn off AI data retention
GitHub Copilot						Your code snippets and prompts are not used to train the underlying AI models. For Individual users, there is an opt-in option to allow data usage that is off by default.
Grok						Users should opt out of having their interactions used for training in the settings. If you opt out, your interactions are not used to train or fine-tune the models, though the service may still use them for necessary, non-training functional purposes.
Google NotebookLM						Your data is protected, and is not used to train NotebookLM unless you provide feedback.
Research Rabbit						

OTHER AI SYSTEMS						
SYSTEMS	Public	Internal Use	Business Confidential	Private Confidential	Restricted	Comments
These AI systems have been considered and should only be used with PUBLIC data.						
Otter.ai	✔	✘	✘	✘	✘	
Playground	✔	✘	✘	✘	✘	
FreeConvert	✔	✘	✘	✘	✘	
Sider	✔	✘	✘	✘	✘	
Gamma App	✔	✘	✘	✘	✘	
Tabnine	✔	✘	✘	✘	✘	
Planner 5d	✔	✘	✘	✘	✘	
Quillbot	✔	✘	✘	✘	✘	
Quizlet	✔	✘	✘	✘	✘	
Monica	✔	✘	✘	✘	✘	
Baidu	✔	✘	✘	✘	✘	
Scite	✔	✘	✘	✘	✘	
BeyondWords	✔	✘	✘	✘	✘	
ReadSpeaker	✔	✘	✘	✘	✘	
Abacus AI	✔	✘	✘	✘	✘	

Consensus app						
Hugging Face						
Particular Audience						
Adobe Sensei						
Kittl						
Notta						
NaturalReader						
Julius						
OpenArt						
Speechify						
Transkriptor						
Freepik						
PhotoRoom						
Midjourney						
ChatOn						
CapCut						
KREA						

GliaCloud						
LMarena						
Doubao						
Pixlr						

Want to use an AI system that isn't listed here? In accordance with our AI Policy please contact cybersecurity@otago.ac.nz to have the system assessed for suitability.