

**Date:** 1 March 2024

## **IC-286594-M5W2**

### **Request**

You asked us:

*"Please could you share the staff policy or guidance you have for using large language models like ChatGPT for work purposes?"*

We received your request on 2 February 2024. We have handled your request under the Freedom of Information Act 2000 (the FOIA).

### **Our response**

Following searches of our central document storage system as well as consulting with our digital and tech policy teams, I have been unable to locate any staff policy or guidance on the use of large language models such as ChatGPT for work purposes.

Accordingly, I can confirm that we do not hold any information in scope of your request.

### **Next steps**

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint](#) through our website.

## Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



Information Access Team  
Strategic Planning and Transformation  
Information Commissioner's Office, Wycliffe House, Water  
Lane, Wilmslow, Cheshire SK9 5AF

[ico.org.uk](http://ico.org.uk) [twitter.com/iconews](https://twitter.com/iconews)

Please consider the environment before printing this email  
**For information about what we do with personal data  
see our [privacy notice](#)**