

AI-use register starter

Use both pages for one activity. Record unanswered questions and the person who will resolve them. Keep personal and confidential data elsewhere.

AI use reference and review date

Use a non-confidential identifier and set a next review date.

Purpose and boundaries

What task is supported? What decisions or uses are excluded?

Accountable owner and users

Who approves, operates and reviews the use? Who can stop it?

Supplier, tool and version

Identify the service, agreed terms and known changes.

Data flow and locations

Where is data processed or stored? What remains unconfirmed?

Personal information and privacy assessment

What information is needed? Record the PIA reference, status, owner and open actions.

Original Aegentra learning aid. Not official PECB material, a complete ISO 42001 checklist, legal advice or approval to use AI. Use protected references rather than personal or confidential information. Adapt to the actual activity and consult relevant people.

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People affected and potential impacts

Who may benefit or be harmed? What assumptions need checking?

Māori data considerations

Consider whether Māori data or interests are affected and which relevant people should be involved. Record questions, not assumed consent.

Human oversight and escalation

What must a reviewer check? Can they reject, correct or stop an output?

Output checks and evidence

Which reliable source or test is used? Where are results recorded securely?

Risk decisions and approval

Record the assessment reference, approver, conditions and unresolved issues.

Monitoring, incidents and change

What triggers a new review? Who follows up errors, supplier changes or complaints?

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