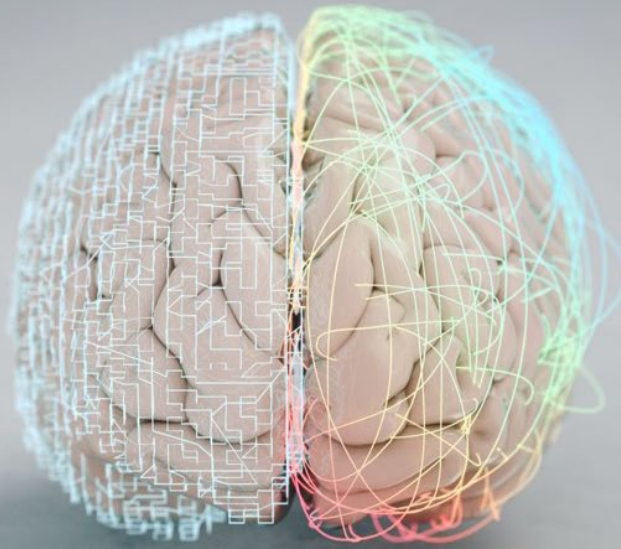




CHECKLIST FOR RESPONSIBLE USE OF AI SYSTEMS

DOs and DON'Ts when dealing with generative artificial intelligence

The use of generative AI systems presents a range of challenges. In addition to technical and practical considerations, legal issues – particularly those relating to data protection, copyright and the confidentiality of information – as well as the responsible use of AI-generated content play a central role.

At the same time, generative AI systems differ considerably in the way they operate. While traditional AI chatbots process individual prompts, other systems analyse entire documents, access connected data sources or autonomously perform tasks. Regardless of the type of AI system used, the same legal and organisational principles apply.

This checklist is intended to help members of Bonn-Rhein-Sieg University of Applied Sciences use generative AI responsibly, ethically and in compliance with applicable laws and regulations. It aims to support users in identifying potential risks and making informed decisions when working with AI-powered applications.



Which AI use cases does this checklist apply to?

Use case	Typical examples	Particular attention
Classic AI chatbots	ChatGPT, Claude, KI:connect	Prompts and confidential information
Document-centred AI	NotebookLM, ChatGPT Projects, Claude Projects	Uploading complete documents
AI agents	ChatGPT Agent, Copilot Actions	Autonomous task execution
Connected data sources	Google Drive, OneDrive, GitHub	Access to extensive data repositories
Image, audio and video AI	Midjourney, Runway, ElevenLabs	Personality rights and copyright



This checklist provides an overview of the key legal and organisational requirements for the use of generative AI. It is intended as practical guidance and does not replace a case-by-case legal assessment. While every effort has been made to ensure the accuracy, completeness and currency of the information provided, no guarantee can be given.

If you require individual advice, the relevant university departments are available to assist you:

- For general legal questions or uncertainties, please contact the [Legal Department within the Legal & Compliance Office](#).
- For questions relating to data protection, please contact the [Data Protection Team at Bonn-Rhein-Sieg University of Applied Sciences](#).



BEFORE USING AN AI SYSTEM

-
- ☐ I have considered whether the use of an AI system is appropriate and necessary for my **intended purpose**.
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- ☐ I have reviewed the **Terms of Use** of the AI system and verified that my intended use is compatible with them.
-
- ☐ I am aware that a VPN connection to the university network encrypts data transmission and contributes to the secure processing and transfer of information, including when using AI systems.

Guidance on setting up a VPN connection is available via the [IT-S information portal](#).

WHILE USING AN AI SYSTEM

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- ☐ I have checked whether I intend to provide **copyrighted material** to the AI system (e.g. through prompts, document uploads or by connecting a data source). This includes, among other things, texts, documents, images, audio and video files, as well as examination materials.
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- ☐ If so, I have ensured that I am **legally entitled** to use the material (e.g. by obtaining the **permission** of the copyright holder) and have documented this accordingly.
-
- ☐ I have verified that I am not providing **personal data of third parties** to the AI system within the meaning of [Art. 4 \(1\) GDPR](#). This includes not only names and contact details (such as email addresses), but also information such as nationality, age, marital status, as well as photographs, audio recordings and video recordings of third parties.
-
- ☐ In particular, I do not provide the AI system with **special categories of personal data** relating to third parties within the meaning of [Art. 9 \(1\) GDPR](#). This includes data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data used for the unique identification of a natural person, health data, or data concerning a person's sex life or sexual orientation.
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-  Where personal data is required for my intended purpose, I have effectively **anonymised** it before providing it to the AI system so that individuals can no longer be identified.

 -  When providing information to the AI system, I have complied with applicable **contractual obligations, legal requirements** and **H-BRS internal policies**. This includes, in particular, confidentiality agreements, obligations relating to official secrecy, and other applicable legal provisions.

 -  I have not provided the AI system with **confidential information** (e.g. official or trade secrets) or materials obtained from confidential sources.
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Principle: Everything provided to an AI system—whether in the form of a prompt, a document, an image, an audio recording or through a connected data source—must comply with applicable data protection, copyright and contractual requirements.

AFTER USING AN AI SYSTEM

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-  I do not make automated decisions on the basis of the results generated by an AI system in accordance with [Article 22\(1\) GDPR](#) where such decisions produce legal effects concerning a data subject or similarly significantly affect them. **Final decision-making** responsibility always remains with a natural person.

 -  If I intend to distribute or publish AI-generated content, I have checked it for **potential copyright infringements**. This applies in particular where the AI system generates content that may resemble existing works or is based on materials that have been provided to it.

 -  If I intend to distribute or publish AI-generated content, I have reviewed it in accordance with **scientific and professional standards**, in particular with regard to accuracy, completeness, traceability and plausibility. At H-BRS, I also comply with the university's Procedures and Guidelines for Safeguarding Good Scientific Practice ([Verfahren und Leitlinien zur Sicherung guter wissenschaftlicher Praxis](#)).
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EXAMPLES OF NON-PERMISSIBLE USE OF AN AI SYSTEM



Providing **copyrighted works** (e.g. photographs, newspaper articles or book chapters) to an AI system is not permitted unless you have the necessary permission or authorisation from the copyright holder.



Providing personal data or special categories of **personal data relating to third parties** (e.g. names, email addresses, health data or biometric data) to an AI system is generally not permitted. Where such processing is necessary, the data must be effectively anonymised before being provided.



Providing **application documents**, cover letters, CVs or comparable sensitive documents relating to third parties to an AI system in a non-anonymised form is not permitted.



Providing **non-public documents** (e.g. tender documents, self-disclosure statements or business reports) to an AI system is not permitted unless authorised by the responsible party or permitted under an appropriate legal basis.



Providing **examination materials** (e.g. written examinations, coursework or drawings) to an AI system to support their assessment is generally not permitted. This includes, in particular, the use of AI detectors to assess examination work or to determine whether AI has been used.



Providing **confidential information or materials** (e.g. minutes of closed meetings, unpublished research results or classified information) to an AI system is not permitted.



Using an AI system to carry out **automated assessments or decisions** is not permitted where such assessments or decisions produce legal effects concerning a person or similarly significantly affect them, unless they are subject to appropriate human review and final decision-making.



Connecting an AI system to **data sources or document repositories** (e.g. cloud storage services or source code repositories) without first verifying that the contained information may lawfully be processed under data protection, copyright and contractual requirements is not permitted.