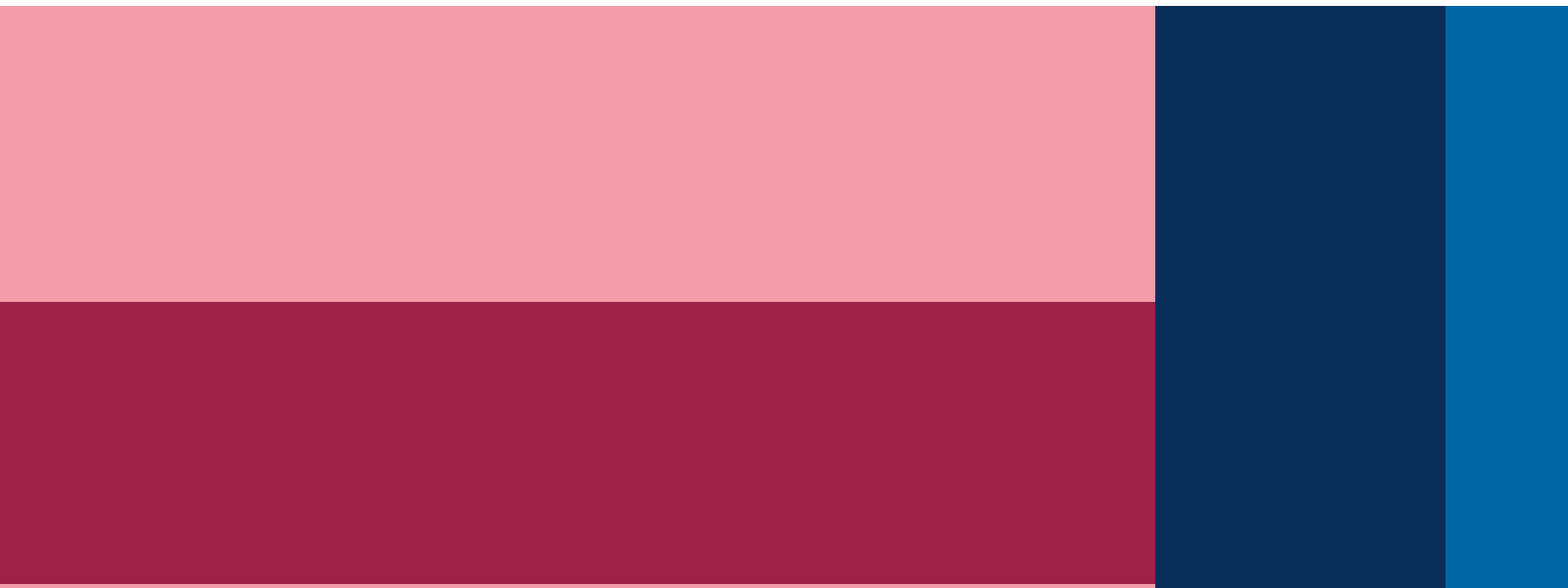




Universität
Bremen

Checklist

for the Use of Generative AI Services



Checklist for Legally Compliant Use of Generative AI Services

Version 1.1, August 13, 2025

Preamble

The use of generative AI services, such as the GWDG's ChatAI (which includes ChatGPT), inevitably raises legal questions. It is important to note that comprehensive legal guidance for many challenges related to AI services is still evolving.



This document provides an overview of key legal requirements. It does not constitute legal advice and does not replace individual legal counseling. All information has been carefully reviewed but is provided without guarantee that it is accurate, complete, or current.

For personal advice, contact the relevant services:

- For general legal questions, reach out to the university's Legal Office, Administrative Unit 13, or the Center for Multimedia in Higher Education (ZMML).
- For data protection inquiries, contact the university's data protection officer.

PERSONAL CHECKLIST FOR LEGALLY-COMPLIANT AI USE

Before Use

I have carefully read the **terms of use**, and I intend to use the AI services in compliance with them.

I am accessing the service via the Academic Cloud's federated login (provided by GDWG for universities), ensuring secure authentication and encrypted data transmission.

During Use

I have assessed whether I intend to enter **copyrighted material** (e.g. images, text excerpts, or exam submissions) into the AI services.

If yes, I have secured the legal authorization to do so – such as obtaining written consent from the copyright holder – and documented this process.

I confirm that I have *not* processed any **third-party personal data** (as defined under [Art. 4 \(1\) GDPR \(DS-GVO\)](#)) as input in generative AI services, unless I possess legal authorization for processing personal data (e.g. explicit written consent from the data subject allowing AI processing).



This includes, but is not limited to, full names, personalized email addresses, a full postal address, photos/videos identifying individuals.



I confirm that I have *not* processed any **special categories of personal data** (as defined under [Art. 9 \(1\) GDPR](#)) as input in generative AI services without obtaining legal authorization for the special category data (e.g. explicit written consent from the data subject allowing AI processing).

Special categories of personal data include racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, as well as the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, health-related data, or data concerning a natural person's sex life or sexual orientation.



Whenever I process third-party personal data, I have anonymized it prior to use as AI input to ensure no re-identification is possible – or I have obtained legal authorization for processing the personal data in the AI service (e.g. explicit written consent from the data subject allowing AI processing).



For AI-assisted decisions affecting individuals, I have documented with an auditable trail that the final decision primarily resulted from human evaluation, confirming that this does not constitute an **automated individual decision** under [Art. 22 \(2\) GDPR](#).



I confirm that all inputs comply with **contractual confidentiality agreements**, legal requirements, and university policies to the best of my knowledge and belief. This particularly includes agreements on confidentiality, obligations of secrecy, and statutory requirements.



I confirm that I did not use any **materials from confidential sources** as input.

After Use



I am not making **automated decisions** based on AI outputs under [Art. 22 \(1\) GDPR](#) that have legal effects or would significantly affect natural persons (e.g. employment decisions). Final decision authority remains with a natural person (e.g. myself).



I have evaluated all AI-generated outputs intended for dissemination or publication for copyright-protected content (e.g. inadvertent reproductions of existing works). To this end, I have adhered to my university's [Legal Guidelines on the Use of AI in Teaching](#).



I have examined the AI output according to **academic principles** before disseminating or publishing it, including verifying subject-matter accuracy. To this end, I have adhered to the procedures and guidelines for ensuring good scientific practice at my university.

Examples of Prohibited AI Practices



Entering copyrighted works (e.g. photographs, news articles) into an AI service as input is **prohibited** without the copyright holder's consent.



Using third-party personal or sensitive data as input (e.g. full names, personalized email addresses, a full postal address, photos/videos identifying individuals,



ethnic/biometric/medical data) without a legal basis (e.g. consent) is **prohibited**, since personal data must be anonymized (i.e. must be unlinkable to individuals).



Copying sensitive documents that have not been anonymized (e.g. CVs, personal cover letters, or third-party application materials) and using them as input in an AI service is **prohibited**.



Inputting non-public documents (e.g. business proposals, internal reports, or financial statements) without consent from affected parties is **prohibited**.



Using student exam submissions as input (e.g. written test answers, drawings) to assist you in grading without a data protection-compliant legal basis is **prohibited**.



Entering confidential material (e.g. closed-session committee minutes, unpublished research, or classified information) is **prohibited**.



Using AI services for automated evaluations that impact individuals' rights and implement the results without a thorough review by a human is **prohibited**.
