

## **Important Notice About AI Assistants**

The Privacy Office has observed an increase in the use of AI assistants that have not been approved for handling Yale data. Tools, such as Otter.ai, Read.ai (Read Meeting Navigator), Firefly.ai, and TeamsMaestro, to provide transcripts and summaries of Yale meetings. These tools pose a risk to meeting confidentiality and should not be used for meetings discussing Yale data including student information, proprietary data, HIPAA Protected Health Information (PHI), and financial data. If an unrecognized AI assistant appears in a meeting, the meeting host is responsible for removing it.

**Approved Tools:** To meet your transcription needs securely, Yale offers several approved tools:

- ZoomAI Companion
- Teams Premium
- Microsoft 365 Copilot

Visit [Yale AI Tools and Resources](#) to learn about these and other options available at low or no cost to the Yale community.

**Understanding the Risks:** AI assistants can boost productivity but often at the cost of your data's privacy. Although they are presented as “free,” they collect and use meeting discussions and images to develop their AI tools, potentially violating university privacy policies. In effect you are paying with your data.

Using AI assistants in meetings exposes all confidential or proprietary information to the AI. These tools collect and use all information from the meetings, including screenshots. This information may then be used to train the AI and potentially shared with other users outside of Yale.

AI tools that have not been approved for Yale data must not be used in Zoom, Teams, or Google meetings, where confidential data such as HIPAA PHI, proprietary information, financial, or student data is discussed.

**Ways we see AI tools show up in meetings without the user’s awareness or the host’s consent:**

- AI tools may be unknowingly attached to your Yale account when you respond to a meeting summary that is automatically sent out via email by the AI assistant to all attendees.
- Users are required to set up an account to access the summary which then gives the AI assistant permission to attach to your calendar.
- Once installed, these AI assistants can attend all meetings in your calendar, recording and ingesting data, even in your absence.

**How to handle AI Assistants you don't recognize:**

The university has taken steps to prevent AI assistants from attending meetings hosted on Yale's Zoom platform. This however does not block a third party AI assistant from showing up in meetings hosted on other Yale platforms or on non-Yale platforms.

If an AI assistant appears in a meeting as an attendee, the host can remove it. The tool will show up with a name like "Susan's Otter AI tool," and can be excluded from the meeting.

If you find an AI assistant associated with your calendar, follow the instructions in the [Use of AI assistants in Zoom or Teams meetings](#).

**Follow Up:**

The Privacy Office will continue monitoring the use of these AI assistants and may follow up with members of the Yale community to ensure the protection of moderate or high-risk data. If you have any questions, you may contact the Privacy Office at [privacy@yale.edu](mailto:privacy@yale.edu)

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