



Guidelines for the Use of AI Systems (AI Guidelines)

(Version dated 04/28/2026)

Please note that the English version is a translation generated with the help of M365 Copilot.

The use of artificial intelligence (AI) offers opportunities but also entails risks. AI systems must always be used responsibly in order to reduce the associated risks and comply with the applicable laws and UZH regulations.

0. Definitions

- AI (Artificial Intelligence): A technology that enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy. (Definition by IBM¹)
- AI system: A machine-based system that is designed to operate with varying levels of autonomy and that may exhibit adaptiveness after deployment, and that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. (Definition under the EU AIAct²)

The following principles apply to the use of AI systems by members of the university:

1. Artificial intelligence provides support, while responsibility and control remain with people

AI responses and results may be inaccurate, incomplete, out of date or discriminatory. AI may distort results ("AI bias") or make things up ("AI hallucinations"). Users are therefore:

- required to check the factual accuracy of content generated by AI systems before using it
- responsible for the content they use
- responsible for initiating decisions and for the decisions themselves

When developing and training AI systems, care must be taken to ensure that they are, where necessary, explainable, fair, robust, secure and transparent.

2. AI systems must be used correctly and securely

- Users are responsible for ensuring that AI systems are used in accordance with applicable law and UZH regulations.
 - Applicable laws must always be complied with, in particular data protection, copyright law and contract law.
 - The applicable UZH regulations must be observed. In particular, this includes the regulations governing the use of IT resources at UZH (Einsatz von Informatikmitteln an der UZH - REIM³) as well as product-specific leaflets issued by Central IT for AI systems available to UZH members.
 - When using AI systems through scripts and API interfaces, the requirements defined in REIM and its implementing provisions apply, in particular the directive on network security and other IT security regulations.
- AI systems may only be used with the data and information permitted for that purpose under section 3.1 of the directive on the classification of information (Weisung zur Klassifizierung von Informationen⁴). This applies to any type of use, in particular the input entered into the AI system, and also to access rights for data repositories.
 - AI systems must not be used with data classified as “restricted” (“geheim”). Exceptions apply only to AI systems that have been expressly approved for use with secret data by the responsible bodies, in particular Information Security, Data Protection, IT units (central or decentralized), and, where applicable, ethics committees.
 - Data and information classified as “confidential” (“vertraulich”) or “internal” (“intern”) may only be used with AI systems if the AI system used has been approved for those classifications. AI systems approved by Central IT are listed in the software catalogue⁵. The approved confidentiality level can be found in the software catalogue or in the relevant leaflet.
 - Data and information classified as “public” (“öffentlich”) may be used in AI systems.
- AI systems may only be used with third-party copyrighted content where an appropriate license for such use exists.
- When using AI systems, particular care must be taken to ensure that:
 - Prompts are formulated in such a way that they do not contain any information that, under the AI Guidelines and the product-specific leaflet, must not be entered into an AI system
 - No documents are uploaded that contain information which, under the AI Guidelines and the product-specific leaflet, must not be entered into an AI system

3. Processing personal data in AI systems

- Personal data may only be processed using AI systems where this is suitable and necessary for the performance of the legally defined tasks of the respective organizational unit.
 - Personal data may only be used for one of the purposes for which it was originally collected, or where the data subjects have explicitly approved the new purpose.
 - The use of personal data must be limited to the minimum necessary for the intended purpose.

Lawfulness
§8 IDG
- In particular, AI systems must not be used:
 - To compile information used to assess essential aspects of another person's personality, for example for drafting employment references or staff appraisals.
 - To carry out automated evaluation of information in order to analyze essential personal characteristics of another person or predict their personal development (profiling).

Earmarking
§9 IDG

Evaluation of personal data

Profiling
§3 Abs.4 lit. c IDG
- Personal data may only be retained for as long as necessary to fulfill the respective processing purpose.
 - Content generated with AI systems that contain personal data must be deleted when it is no longer needed.
 - This also applies to any chat history.

Deletion
§11 IDG

4. The use of AI must be disclosed

- If AI-generated content is reused or published without substantial revision, this must be declared accordingly. Image or audio content generated or modified using AI must be labelled. Further information on how such disclosure must be made is available on the [Artificial Intelligence | University of Zurich | UZH](#).
- If the use of an AI system has made a significant contribution to an individual decision concerning a person, this must be disclosed transparently to the person concerned.

These AI Guidelines were issued by the UZH CISO on 04/28/2026 and remain valid until formally consulted AI requirements are published by the University's Executive Board.

¹: [What is AI? | IBM](#)

²: [Definition of AI by the EU Artificial Intelligence Act | EU AI Act](#)

³: [UZH Legal Documents | Legal Services and Data Protection | UZH](#)

⁴: [Weisung zur Klassifizierung von Informationen \(PDF\) | Legal Services and Data Protection | UZH \(German\)](#)

⁵: [Software catalog | Central IT | UZH](#)