

AI & Data Governance Appendix

Practical rules for responsible AI, data protection, and digital research workflows

Scope

This appendix complements the Research Code of Conduct by clarifying expectations for data governance, AI-assisted research, automation, and digital infrastructure within CoU and partner environments.

Data Handling

Classify data (public, internal, confidential, restricted) and apply appropriate controls.

Use encryption and access controls; avoid storing restricted data in personal accounts.

Minimize data collection, keep only what is necessary, and define retention schedules.

AI-assisted Research

Document AI tool use (prompts, settings, versions) where it affects methods or results.

Validate AI outputs; do not present generated content as verified evidence.

Avoid training or fine-tuning on restricted data unless explicitly approved.

Reproducibility

Prefer open formats, version control, and reproducible notebooks or pipelines.

When sharing, include metadata, code, and a clear license and citation guidance.