

## Use of Artificial Intelligence (AI) Assistants

Please be aware that using an AI assistant, such as Otter.ai or Read.ai, to assist with taking notes or recording Zoom meetings provides the content of such meetings, including ALL confidential or proprietary information, to the AI. These applications collect all information presented during a Zoom meeting and uses the information to train the AI. Ultimately, the meeting information is retained by the AI developer and may be shared in notes created for other AI users outside of Yale. Such AI tools (such as Otter.ai or other third-party live transcription services integrated with Zoom) should not be used in Zoom meetings, particularly where high-risk data such as PHI is discussed. In addition, once installed, the AI may attend all scheduled Zoom meetings, even if the user is not present at the meeting and will record and ingest the data presented at the meeting. Please note that meeting host can remove a meeting attendee AI tool from the meeting if one should appear. The tool will appear as an attendee with a name such as “Berkheiser Otter AI tool”.

Below are links to instructions for removing these tools if they are installed in your environment:

<https://help.otter.ai/hc/en-us/articles/14288936562199-Remove-OtterPilot-from-your-Zoom-Google-Meet-or-Microsoft-Teams-meeting>

<https://support.read.ai/hc/en-us/articles/4406663112723-How-do-I-uninstall-the-Read-app-for-Zoom>

Users wanting to use a transcription assistant can utilize Teams Premium for a fee which includes an AI transcription assistant that has been approved for use with high-risk data. The University hopes to have additional options, including a Zoom compatible option, available soon. Contact [its.software@yale.edu](mailto:its.software@yale.edu) for more information.