

Safe AI Use for Evaluators

A practical guide to using AI tools under Zambia's Data Protection Act

AI tools can speed up coding, analysis and reporting. They also send whatever you upload to servers you do not control. This page sets out what is safe to use, what is not, and the questions to ask first.

What can go where

TYPE OF DATA	WHERE IT MAY GO	WHY
Draft terms of reference, report structures, general questions	Public AI tools	No personal data is involved.
Survey data with names, ID numbers and phone numbers removed	Organisational or enterprise account	Commercial terms exclude your inputs from model training. Free accounts may not.
Named respondents, beneficiary lists, HR files, audit records	Never in a public AI tool	This is personal data under the Act. Uploading it is a cross-border transfer.
Health, disability and other sensitive personal data	Must stay on servers in Zambia	Section 70 requires sensitive personal data to be processed and stored locally.

Ask before you upload

- Is this information confidential or classified?
- Does it contain personally identifiable data?
- Do I have legal and institutional authority to share it?
- Where will this data be hosted and stored?

Two provisions to know

Section 70. Sensitive personal data must be processed and stored on a server or data centre located in Zambia.

Section 62. A person has the right not to be subject to a decision based solely on automated processing.

DO

- Verify every AI output against the source.
- Anonymise data before it goes anywhere.
- Record where and how AI was used in your method.
- Apply your own judgement to the conclusions.
- Follow your organisation's AI policy.

DO NOT

- Upload confidential files or personal data.
- Trust generated statistics or citations blindly.
- Let AI decide anything without human review.
- Share institutional account credentials.
- Assume the rules do not apply to a pilot.

Sources. Data Protection Act No. 3 of 2021, sections 62 and 70. Enforcement by the Data Protection Commission commenced in March 2025. Practice guidance adapted from Infratel Corporation Limited, "Artificial Intelligence in the Workplace", ZAMEA Virtual M&E Talk, 17 September 2026.

Note. This is general information for ZAMEA members, not legal advice. For authoritative guidance, contact the Office of the Data Protection Commissioner.