Purpose and allowed use

FICTIONAL TEACHING EXAMPLE - not an actual approval, provider statement or completed test.

AI tool / provider	Microsoft 365 Copilot / Microsoft
Workspace / workplace	Acme Demo Systems / Main office - fictional
Accountable owner	Jane Smith - fictional business owner
Record version / date	Example v1.0 / October 12, 2026
Review again	January 12, 2027 - example review date

Business purpose

An internal productivity pilot helps staff draft summaries of approved, non-regulated work material. A person reviews important work before it is relied on or shared outside the team.

Allowed information and use

Information categories: approved internal planning notes and published reference material. This record describes categories only; it contains no source documents, prompts, model outputs, customer records or credentials.

Use is limited to drafting and summarizing. Required human review is a stated rule; the separate review procedure explains who checks the work and when.

Which inventory fact this supports

Attach a record like this to the saved **purpose and allowed-use answer** for this specific tool and workplace. It lets a reviewer check the owner's stated purpose, scope and restrictions.

Facts needing separate supporting material

Use dated configuration records for actual tenant settings, authoritative provider references for provider claims, a review procedure for human checks, and completed evaluation records for measured results. This purpose record does not establish those facts.

Review and provenance

Fictional example owner: Jane Smith. Recorded October 12, 2026. An actual record should identify the responsible reviewer, effective version, source and next review date. A draft or planned check must remain labeled as such.

Replace every fictional detail with your organization's approved information before use. Do not submit this sample as real proof.