Schweizerische Eidgenossenschaft
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Federal Chancellery FCh

Centre of Expertise for Language Technologies

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Usage guidelines for DeepL Pro Translator and DeepL Write

Following a WTO public call for tenders, **DeepL Pro Translator** was selected on a pricing plan basis for use within the central Federal Administration, Parliamentary Services and the federal courts for the period 2024-2033. Federal employees will also have access to **DeepL Write**, but only the free version.

As a security measure, DeepL Pro Translator should be the preferred option over other applications such as Google Translate, ChatGPT, Gemini and Copilot for machine translation. For post-editing of text, DeepL Write is also more secure than ChatGPT, Copilot, Grammarly.

Please bear in mind the following when using DeepL Pro Translator and DeepL Write.

Classification levels

DeepL data centres are fully compliant with the EU's GDPR requirements. In addition, texts translated using DeepL Pro Translator are deleted immediately after translation and are not used to train DeepL Pro Translator. Texts edited using DeepL Write, on the other hand, are reused to train DeepL Write. Special care should be taken when using both tools to ensure strict compliance with data and information protection provisions. The following classification levels apply:

	DeepL Pro Translate	DeepL Write
Texts classified as CONFIDENTIAL or SECRET - Containing and not containing personal data - Containing and not containing sensitive information	☹	☹
Texts classified as INTERNAL - Containing personal data OR - Containing sensitive information*	☹	☹
Texts classified as INTERNAL - Not containing personal data - Not containing sensitive information*	☺	☹
Texts with NO CLASSIFICATION - Containing personal data OR - Containing sensitive information*	☹	☹
Texts with NO CLASSIFICATION - Not containing personal data - Not containing sensitive information*	☺	☺

* e.g. official secrets, particular (trade) secrets, content contractually designated as proprietary

Use cases and audience

Generally speaking, users are responsible for the (re)usage of their output; this responsibility cannot be delegated to DeepL. Users need to make justifiable decisions regarding AI-generated texts. With machine translation, the quality of output can vary greatly from sentence to sentence and also depends on the language pair. Sentences that appear linguistically flawless may actually contain factual errors that can be difficult to spot. The following use cases should therefore be taken into account:

⇨ <u>Translation for personal use (gist translation)</u>: Using DeepL Pro Translator to translate a foreign-language text into your native language for your own personal use (but taking confidentiality into account) does not pose a problem. If content accuracy is important, check the translation output by comparing the translation with the original.

⇨ <u>Translation for external use</u>: Translation of documents intended for external use or for official publication, distribution or use must be handled directly by the language services, without prior machine translation. This will minimise reputational and liability risks.

⇨ <u>Translation for internal use</u>: Documents not intended for external use or for official publication, distribution or use, should be checked and, if necessary, marked as machine translated before being sent to the chosen recipient. During revision, translation output should be checked sentence-by-sentence against the original. If this is not possible (e.g. for reasons of excessive document length or insufficient language proficiency), the document should be labelled: 'This text was translated using DeepL Pro'.

⇨ <u>Text correction or revision for external and internal use</u>: Responsibility for the content and editorial quality of texts lies with the author. Suggestions from DeepL Write must be met with the necessary scepticism. Both the form and content of suggested corrections may prove to be inadequate. DeepL Write is no substitute for the four-eyes principle.
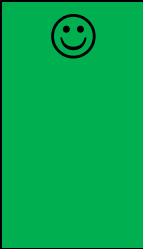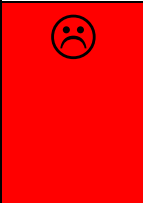
Use cases for DeepL Pro Translator

Prerequisite: Take classification levels into account when handling texts

- Incoming e-mail messages for gist - Webpages for gist - Reports for gist - Minutes for gist - Internal communication for gist - Speaking notes for gist …	☺	As a rule, there is no need to ensure quality or send the text to language services.
- Official e-mail messages for external use - Webpage publications - Reports for external use - Vacancy notice publications - Press release publications …	☹	Send text to language services for translation (do not pre-translate it using DeepL)

Use cases for DeepL Write

Prerequisite: Take classification levels into account when handling texts

- E-mail messages - Webpages - Instructions - Course materials - Software text - Directives …	🙂	Ask yourself: Is it alright for my text to be used to train DeepL Write and for DeepL to save this text on persistent storage in a secure environment?
- Press releases - Confidential notes for internal use ('notes jaunes') - Minutes of meetings - Reports - …	☹	Information contained in these texts could fall into the wrong hands prior to publication or distribution.

Questions

For technical questions regarding DeepL, please contact the Centre of Expertise for Language Technologies at: cctl@bk.admin.ch

For security-related questions, please contact your organisational unit's IT security officer (ITSOO).

Other fact sheets

Click on the following link for additional guidelines on the use of AI within the federal administration - CNAI - Competence Network for Artificial Intelligence.