



[Video Walkthrough](#)

👨‍🍳👨‍🍳 Estimated time: 20 minutes

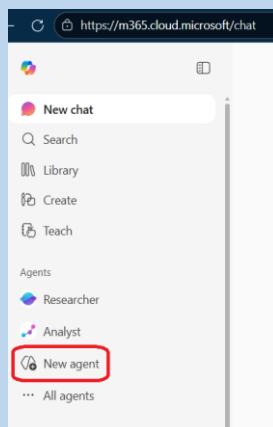
(recipe inspired by CLP Power Hong Kong Limited)

Purposes:

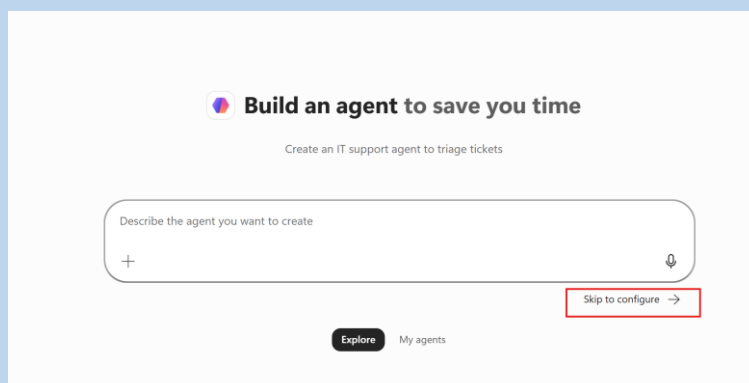
- Explain data protection compliance requirements.
- Guide users through internal privacy impact assessment (PIA) checklist.
- Answer privacy-related questions in accordance with Hong Kong's Personal Data (Privacy) Ordinance.

Step-by-step guide:

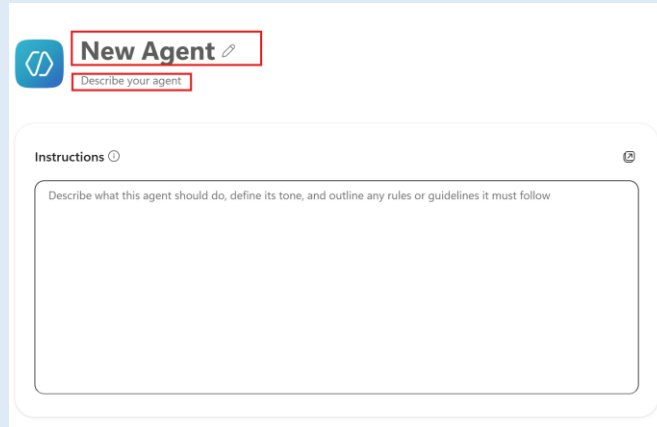
1. Navigate to <https://m365.cloud.microsoft/chat>. Sign in with your corporate account. Click **New agent** on the left sidebar.



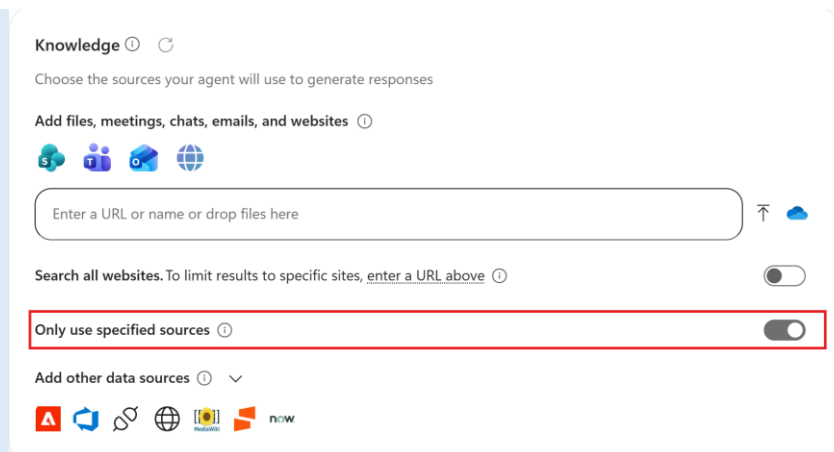
Navigate to **Configure**.



2. Edit the agent's name by clicking the pencil icon. For example, you may enter "**Privacy Impact Assessment Agent**". For the **Description** section, you may copy and paste the "**Purposes**" above.

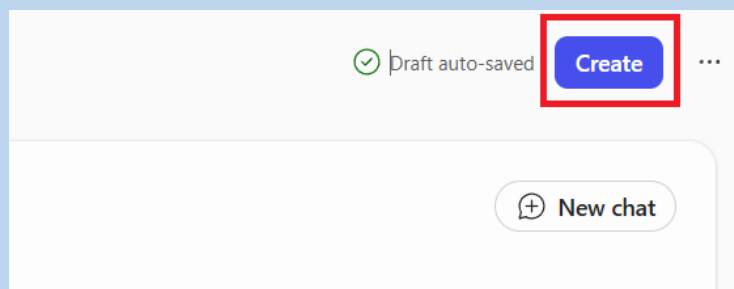


3. Fill in the **Instructions** section with the sample prompt below. You may adjust the sample prompt and add custom knowledge sources in the next step according to your practice needs.
 - Please provide an explanation of each section of the PIA checklist.
 - Guide users through the PIA process step-by-step.
 - Maintain a professional and informative tone.
 - Ensure that all information provided is accurate and consistent with the Hong Kong Personal Data (Privacy) Ordinance (PDPO) and the internal Personal Data Protection Compliance Manual.
 - You are designed to answer questions relating to privacy law or PIA. Please do not answer any non-privacy law related questions.
 - If you are not sure, please answer "I don't know, please consult [**Group Legal Affairs**]".
 - At the end of each answer, suggest the user consult [**Group Legal Affairs**] if they need to obtain any precise legal advice or additional information.
4. In the **Knowledge** section, add the full text of the PDPO, precedents, research materials, internal notes or other approved texts. Turn on **Only use specified sources**.

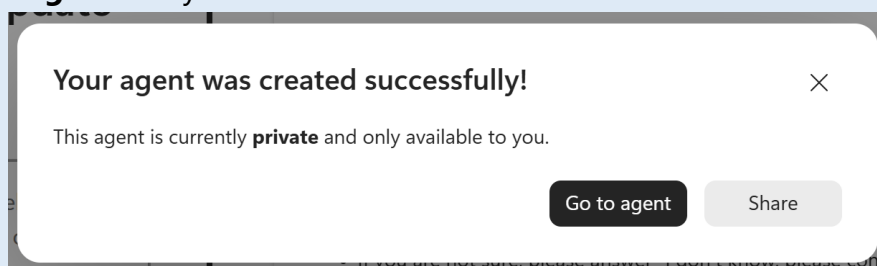


5. You could test out the agent on the panel at the right, and make any necessary changes with some sample input.

When all is set, click **Create** at the top right corner. Stay at the window.



6. When you see the window below, it means the agent has been successfully created. Click **Go to agent** to try it out.



Practical Tips

- **Use "Only specified sources":** Keep this setting enabled to reduce hallucinations and ensure Copilot's responses remain grounded in approved legal and internal reference materials.