

# AI Acceptable Use Policy

This policy applies to all staff, trustees, and volunteers of our organisation. It explains how Artificial Intelligence (AI) may be used in a safe, lawful, and ethical way. It is important to read and understand this policy, even if you are new to AI, because it describes how we can protect our members, supporters, and our reputation while still making the most of innovative technology.

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# 1 Introduction and Purpose

**Definition of AI:** AI refers to computer systems that can perform tasks which typically require human intelligence, such as learning, reasoning, and decision-making. Examples include chatbots, language generation tools, image analysis systems, and predictive analytics.

**Policy Objective:** This policy sets out the acceptable parameters for using AI, ensuring it is used in ways that align with our charitable objectives, comply with data protection law, and uphold our ethical standards.

# 2 Permitted Uses

**Supporting Our Mission:** Staff, trustees, and volunteers may use AI tools to enhance our services, outreach, and internal operations, as long as they follow this policy and receive any necessary approvals.

**Examples:** AI might be used to help analyse feedback from members, improve our websites and digital tools, or assist with research.

**Responsible Application:** Always consider whether the intended use of AI genuinely benefits our members and supporters. If in doubt, seek advice from IT or your line manager before proceeding.

# 3 Prohibited Uses

**Ethical and Legal Compliance:** Do not use AI tools for unethical or unlawful purposes, including any activity that conflicts with our organisational values or breaches data protection laws.

**Sharing Sensitive Data:** Do not share, upload, or process any personal or confidential information on public AI platforms. This includes names, email addresses, health details, or membership records.

**Automated Decisions:** Do not make fully automated decisions about individuals if these could significantly affect them, unless you have explicit permission from senior management and have carried out the required legal checks.

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# 4 Approval and Governance

**Consult IT:** Any new AI activity or project must be discussed with IT before you begin, especially if it involves personal data or large sets of information.

**Register of AI Tools:** IT will keep a record of approved AI tools and their purposes, which helps us track and manage any potential risks.

**Review and Oversight:** If an AI project could significantly affect member privacy or create ethical concerns, it may need additional review by our internal ethics or governance group. This is to ensure we address potential biases, data security issues, and member impact.

# 5 Free vs. Paid AI Platforms

**Understanding the Difference:** Free AI tools often come with fewer guarantees about how data is handled or stored. They may retain user inputs to train their models, and this can pose a risk to privacy.

**Paid Platforms:** Paid AI solutions can offer stronger data protection measures and contractual safeguards. They may be more suitable when handling sensitive or confidential data but always check with IT before using them.

**Risk Assessment:** If you are unsure about the risks of any particular platform or service, contact IT or our data protection lead for advice.

# 6 Data Protection and Privacy

**Minimal Data Collection:** Only gather and process the data you genuinely need. This minimises the risk of accidental disclosure or misuse.

**Legal Requirements:** Comply with the UK General Data Protection Regulation (UK GDPR) and any other relevant laws. This includes carrying out a Data Protection Impact Assessment for higher-risk AI projects.

**Secure Handling:** Store and transmit data using secure systems approved by IT. Do not download or copy personal data onto personal devices or unapproved platforms.

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# 7 Monitoring and Review

**Policy Enforcement:** The organisation may monitor AI usage to ensure compliance with this policy.

**Reporting Issues:** If you notice a potential breach or misuse of AI, report it immediately to IT or your line manager.

**Regular Updates**: This policy will be reviewed periodically to reflect developments in AI technology and changes in data protection legislation.

# 8 Breach of Policy

**Consequences:** Violations of this policy may lead to disciplinary action under our internal procedures.

**Legal Implications:** Serious breaches involving misuse of personal data could result in legal consequences for both the individual and the organisation.

# 9 Further Guidance

**Contacts:** If you need help understanding how to apply this policy or have questions about using AI, speak to IT, your line manager, or the data protection lead.

**Documentation:** Further information on data protection, ethics, and our organisational values is available in our internal policy repository.

By following this policy, we can ensure that AI is used to support our mission responsibly, without compromising the trust of our members and supporters.

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