

{{Company}} Artificial Intelligence Use Policy

Policy brief & purpose

Our {{COMPANY}} Artificial Intelligence (AI) tool usage policy outlines best practices for use of artificial intelligence tools in the workplace, especially as it pertains to using sensitive data and proprietary company and client information in these tools.

Purpose

The purpose of this policy is to ensure that all employees use AI tools in a secure, responsible, and confidential manner. The policy outlines the requirements that employees must follow when using AI tools, including the evaluation of security risks and the protection of confidential data.

Policy statement

Our organization recognizes that the use of AI tools can pose both benefits and risks to our operations, clients, and partners. Therefore, we are committed to protecting the confidentiality, integrity, and availability of all company and customer data.

Many popular AI tools retain customer data to train future models. Training data can sometimes be extracted by users. Therefore, data sent to AI tools should be considered public, unless {{COMPANY}} has a contract with the specific tool that ensures that {{COMPANY}} data will not be retained. Determining when data is retained is not always straightforward – an “AI” company may use another company’s models, and that company may retain data.

This is a period of great experimentation within the AI community. Unfortunately, in any such period, there will be bad actors who attempt to disguise malware, phishing schemes, ransomware and other attempts to extract data or resources from users as an “AI” tool.

This policy therefore requires all employees to use AI tools in a manner consistent with our security best practices.

Security best practices

Given these security concerns, and others, all employees are expected to adhere to the following security best practices when using AI tools:

- a. **Evaluation of AI tools:** All tools must be evaluated by the IT department for security feature review, terms of service review, and privacy policy review. If confidential data is desired to be uploaded into the AI tool, {{COMPANY}}’s legal counsel must also approve the platform for use. {{COMPANY}} will maintain a regularly updated list of approved AI platforms for specific data use. The list approved tools will be classified as:
 - a. **Unapproved:** Employees must not upload or share any data whatsoever with an Unapproved platform.
 - b. **Approved for Non-Confidential Use:** Employees must not upload or share any data that is confidential, proprietary, or protected by regulation to any platform in this category. This includes data related to customers, employees, or partners. No medical data (PHI) can be uploaded to any platform approved for non-confidential use.
 - c. **Approved for Confidential Use:** Platforms have been evaluated by {{COMPANY}} and a contract is in place that ensures zero data retention. These platforms are safe to use with confidential information. No medical data (PHI) can be uploaded to any platform approved for Confidential Use.
 - d. **Approved for PII / PHI Use:** Platforms have been evaluated by {{COMPANY}}, a contract is in place that ensures zero data retention and the platform has a BAA in place with the company that ensure the platform is HIPAA compliant and is designed to safely work with Personally Identifiable Information (PII) and/or Patient Health Information (PHI).
- b. **Compliance with security policies:** Employees must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and following our data retention and disposal policies.

Guidance when using AI

{{ COMPANY }} employees are accountable for their work products and outcomes, even when using AI assistance. AI tools should be deployed to enhance work tasks, increase efficiency, and promote insights – not to replace human judgment or decision-making.

Employees must use AI outputs responsibly, ensuring copyright compliance and proper attribution when utilizing external sources or datasets. All work products created with the assistance of AI remain the intellectual property of {{ COMPANY }}.

Reviewed Tools

Platform	Approved Use	Description

Review and revision

This policy will be reviewed and updated on a regular basis to ensure that it remains current and effective. Any revisions to the policy will be communicated to all employees.

Version	Author	Date	Change Summary
1.0			