

HILLSIDE AI · AI TRANSFORMATION TOOLKIT — POLICY TEMPLATE

# AI Use Policy

*Defines what AI your organisation permits, in what contexts, and subject to what conditions*

Chapter Reference: Chapter 9 — Building Your AI Policy Stack

**HOW TO USE**

*This template provides the structure and key questions your policy must answer. Customise each section for your organisation's specific context, legal jurisdiction, and AI programme. Have your Legal team review before finalising. Review and update at minimum annually.*

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Document Title:</b> | [Organisation Name] AI Use Policy |
| <b>Version:</b>        | 1.0                               |
| <b>Effective Date:</b> |                                   |
| <b>Review Date:</b>    |                                   |
| <b>Document Owner:</b> |                                   |
| <b>Approved By:</b>    |                                   |

## 1. Purpose and Scope

This policy governs the use of artificial intelligence tools, systems, and platforms by [Organisation Name] employees, contractors, and partners.

*Define: which individuals and roles does this policy apply to? Which AI tools are in scope?*

## 2. Approved AI Tools Register

*Maintain a live register of all AI tools approved for use within the organisation.*

■ [Tool Name 1] — Approved Use: [Description] — Data Classification: [Level]

■ [Tool Name 2] — Approved Use: [Description] — Data Classification: [Level]

■ [Tool Name 3] — Approved Use: [Description] — Data Classification: [Level]

*Process for requesting approval of a new AI tool: [Define steps, owner, timeline]*

## 3. Permitted and Prohibited Data Uses

*Define which data categories may be processed using AI tools:*

- **PERMITTED:** [e.g. publicly available information, internal operational data, anonymised datasets]

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- **PROHIBITED WITHOUT APPROVAL:** [e.g. customer personal data, employee data, confidential IP]

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- **STRICTLY PROHIBITED:** [e.g. sensitive personal data, regulated financial data, children's data]

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#### 4. Human-in-the-Loop Requirements

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AI may make autonomous decisions in the following contexts: [Define]

AI must function as advisory input subject to human review in the following contexts: [Define]

*Key principle: The higher the consequence of a decision, the more human oversight is required.*

#### 5. Disclosure Requirements

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- **Customers must be informed when interacting with an AI system in the following contexts:** [Define]

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- **Clients must be notified when AI has materially influenced a decision affecting them:** [Yes/No + process]

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- **Internal communications generated with AI assistance must be disclosed as follows:** [Define]

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#### 6. Compliance and Consequences

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Violations of this policy may result in: [Define disciplinary consequences]

Reporting channel for policy concerns: [Define]

Policy owner and review schedule: [Name, annual/bi-annual]

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