ELEVATEDOPS CONSULTING, LLC

AI Use Policy | Initial Outline Example

This template is provided as a starting point for crafting your organization's AI use policy. All starred sections indicate areas requiring professional consideration and/or risk assessment.*

Purpose and Scope | Clearly define the role of AI within your organization.

- State objectives for AI implementation (e.g., efficiency, customer experience).
- Identify departments and processes where AI will be used.
- Specify limitations to avoid misuse or overextension of AI tools.

Data Protection and Privacy* | Establish standards for safeguarding sensitive information.

- **Data Access and Handling |** Outline who has access to data and under what conditions.
- **Encryption:** Specify encryption requirements for data storage and transmission.
- **Retention Policies:** Define how long data will be stored before deletion.
- **Anonymization:** Ensure personal information is anonymized where applicable.

Ethical Use and Bias Mitigation* | Ensure fairness and transparency in AI-driven decisions.

- **Bias Audits:** Schedule regular audits to identify and address potential biases.
- **Transparency:** Document how AI models generate decisions.
- **Oversight:** Require human review for high-stakes outcomes (e.g., hiring, credit approvals).

Accountability and Oversight* | Define roles and responsibilities for managing AI tools.

- **Accountability Framework:** Assign teams or individuals to oversee AI compliance.
- **Decision Traceability:** Maintain records of AI-generated decisions for review.
- **Training Requirements:** Ensure employees using AI tools are properly trained.

Monitoring and Updates | Plan for ongoing evaluation and adaptation.

- **Performance Metrics:** Set KPIs for AI systems (e.g., accuracy, speed, compliance).
- **Feedback Loops:** Collect user feedback to refine AI processes.
- **Policy Updates:** Review and revise the policy regularly to align with evolving technology and regulations.

Communication and Transparency | Ensure stakeholders understand AI's role in your organization.

- **Employee Communication:** Provide clear training on AI's purpose, limitations, and ethical considerations.
- **Customer Transparency:** Clearly indicate when and how AI tools interact with customers (e.g., "This is an AI-powered assistant.").

Disclaimer: *This document is an example and does not constitute legal or professional advice. Consult with qualified professionals to assess risks and develop a policy tailored to your organization's needs.*