AI usage policy

MBI

One page. Fill in the gaps, agree it with leadership, share it with everyone.

Company | Version and date | Policy owner | Next review

1 Why we use AI

We use AI to save time on repetitive work and to do better work, safely. This page says which tools we use, what data can go where, and who to ask.

2 Approved tools

Tool	Use it for	Who has access

3 What data can go where

Class	Examples	Where it may go
Public	Website texts, published prices, press releases	Any approved tool
Internal	Processes, internal documents, project notes	Only approved tools under a business contract
Confidential	Personal data, customer data, contracts, finance, source code	Only inside our own governed environment

4 Always needs a human check

- Anything sent to a customer or partner
- Anything with numbers, prices or forecasts
- Anything legal, contractual or about a person
- Other: _____

5 New tools

Request a new tool from _____

Decision within _____ working days by _____

6 AI agents

Every agent has a named owner and is listed in _____

Report a problem to _____

7 Help and training

Questions about AI go to _____

Training for new colleagues _____

8 Agreed by

Name, role | Signature | Date

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