

# [ORGANIZATION NAME]

## Artificial Intelligence (AI) Governance Policy

**Effective Date:** [DATE] | **Review Date:** [6 MONTHS FROM EFFECTIVE DATE]

### Purpose

This policy establishes guidelines for the responsible and ethical use of Artificial Intelligence (AI) tools at [Organization Name]. Our goal is to leverage AI to advance our mission while protecting stakeholder privacy, maintaining trust, and ensuring accountability.

### Core Principles

- **Mission Alignment:** AI tools must support our organizational mission, not replace human judgment or connection.
- **Transparency:** We disclose when AI is used in decision-making or stakeholder-facing content.
- **Accountability:** Staff remain responsible for all outputs generated with AI assistance.
- **Privacy & Security:** We protect sensitive data and comply with all applicable privacy regulations.

### Acceptable Use

#### Staff **MAY** use AI for:

- Drafting and editing content (subject to human review)
- Brainstorming and research
- Data analysis and summarization
- Translation and accessibility improvements

#### Staff **MUST NOT**:

- Input personally identifiable information (PII) without explicit approval
- Share confidential organizational, client, or donor data
- Use AI output without human verification for accuracy and appropriateness
- Rely solely on AI for decisions affecting stakeholders, programs, or funding

### Data Protection

**Public/Low-Sensitivity Data:** General program descriptions, publicly available information, draft internal documents

**Restricted Data (requires supervisor approval):** Client/staff names, contact information, financial data, health information, data covered by agreements

### Approval & Oversight

- Staff should use organizational/enterprise AI accounts when available, not personal accounts
- New AI tool adoption requires approval from [POSITION/COMMITTEE]
- All contractors and vendors must comply with this policy

### Training & Support

Staff will receive training on responsible AI use, data privacy, and bias mitigation. Questions about AI use should be directed to [CONTACT/COMMITTEE].

### Policy Review

This policy will be reviewed every six months initially, then annually. Feedback and concerns can be submitted to [CONTACT].

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_