# RESPONSIBLE AI USE POLICY

Version: 1.0

Date: [Date]

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Organization: [Insert organization name]

## 1. Purpose

The purpose of this Responsible AI Use Policy is to define acceptable and ethical use of artificial intelligence technologies within the organization. This policy ensures responsible integration of AI into business workflows while safeguarding data privacy, security, and legal compliance.

## 2. Scope

This policy applies to all employees, contractors, and third-party service providers who interact with or deploy AI systems, including but not limited to generative AI (e.g., ChatGPT), machine learning models, and automated decision-making tools.

## 3. Acceptable Use

Permitted uses of AI technologies include:

* Automating routine business processes with human oversight
* Enhancing decision-making through data-driven insights
* Supporting documentation, translation, and summarization tasks
* Using AI tools for internal research and education

## 4. Unacceptable Use

Users must not:

* Input confidential, proprietary, or personally identifiable information into public AI tools
* Use AI to generate or distribute misinformation or disinformation
* Deploy AI tools for decision-making without human review
* Use AI-generated content for official communication without validation

## 5. Data Privacy & Security

Employees must ensure that AI tools do not compromise the confidentiality, integrity, or availability of organizational data. No sensitive or regulated data may be shared with AI platforms that lack clear data retention and privacy policies.

## 6. Monitoring & Review

The organization reserves the right to monitor AI tool usage and audit outputs for compliance. Any breach of this policy may result in disciplinary action.

## 7. Policy Review

This policy will be reviewed annually or in response to changes in regulatory standards, organizational tools, or the evolving AI risk landscape.

Approved by: [Insert Name or Role]

Review Date: [Insert Future Review Date]