**Policy Framework Template**

*Use this template to develop your Policy Framework. The goal of developing a Policy Framework is to summarize the work done with the EIA and chatbot building to help develop clear policies and governance for implementing the chatbot. Assign someone in your team to be developing this as you go as there will be no time at the end to do this separately.*

**Purpose and Mission**

*Summarize the problem statement, who it serves - the users that the chatbot is targeting.*

**Ethical Principles Commitment**

*A sentence or two on the ethical principles you are prioritizing, for example, privacy, language, accessibility.*

**Data Privacy and Consent Policy**

*How are you addressing the data that the chatbot is training on, what disclaimers might you include with the chatbot, how are you addressing user consent?*

**User Rights and Protections**

*If an ethical principle is violated, what rights does the user have and who is their point of contact or nodal agency to address this? How will this be clear and communicated to the user?*

**Closing Affirmation**

*Write a short paragraph reiterating the key principles and commitments to ethical use of your chatbot.*