Policy on the Use of AI Assistants

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Contents

Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC9.1

Table 2: Document history

Date	Comment
Apr 18 2023	Initial document

1 Purpose

This policy establishes guidelines for the use of AI assistants and AI tools within the organization to ensure that they are used in a secure and responsible manner.

2 Scope

This policy applies to all employees and contractors who use AI assistants and tools as part of their job responsibilities.

3 Background

As artificial intelligence (AI) technologies continue to evolve and become more prevalent in various industries, many companies are adopting AI-powered tools to improve their workflows and increase efficiency. This includes the use of AI assistants and tools like ChatGPT, Github Copilot, and other similar tools.

While these tools offer many benefits, they also bring new security and compliance risks to organizations. The use of AI-powered tools can introduce vulnerabilities, raise ethical concerns, and potentially compromise sensitive data.

Therefore, it is important for organizations to develop policies and guidelines for the responsible use of AI-powered tools, taking into account the specific risks and challenges that come with their use.

4 Policy

4.1 Data Protection and Privacy

a. All AI assistants must be approved by our organization's security and compliance teams before use.
b. The use of AI assistants and AI tools must comply with all applicable data protection and privacy laws and regulations. Any data processed by AI assistants and AI tools must be handled in accordance with the organization's data protection and privacy policies.
c. AI assistants and AI tools must not be used to perform actions that could compromise the security, availability, or processing integrity of our organization's systems.
d. AI assistants and AI tools should be configured to use secure communication protocols.

4.2 Compliance:

a. AI assistants and AI tools should not be used in a way that violates any industry regulations, contractual obligations, or applicable laws.

b. AI assistants and AI tools should not be used to create, store or transmit any illegal, discriminatory, or offensive content.

c. All AI assistant and AI tool-related activities should be logged and regularly audited for compliance.

4.3 Transparency and Accountability

All AI assistants and AI tools must be transparent and accountable. This means that employees and contractors must be able to understand how the AI assistants and AI tools work, how decisions are made, and how they can be audited or reviewed.

4.4 Ethical Use

AI assistants and AI tools must be used ethically and responsibly. This means that employees and contractors must use AI assistants and AI tools in a manner that is consistent with the values and principles of the organization, and must avoid using them to discriminate or harm others.

4.5 Training and Awareness

Employees and contractors who use AI assistants and AI tools must receive appropriate training and awareness on how to use them in a secure and responsible manner.

4.6 Limitations on Use

AI assistants should not be used for any purpose that would violate the law or any company policy, including but not limited to creating inappropriate content, engaging in harassment, infringing upon intellectual property rights, or using third-party plugins and extensions that have not been approved by the organization.

4.7 Reporting and Monitoring

Employees and contractors must report any suspected security or privacy breaches related to the use of AI assistants to their supervisor or manager immediately for investigation and remediation. The organization may also monitor the use of AI assistants to ensure compliance with this policy and to protect the security and privacy of the organization.

4.8 Enforcement

Employees and contractors are responsible for their use of AI assistants. Any violations of this policy may result in disciplinary actions, including termination of employment or contract, depending on the severity of the violation.

4.9 Review and revision:

This policy will be reviewed and revised periodically to ensure it remains relevant and effective.