# Generative AI statement Template

This statement has been produced so that you can tailor it to your own circumstances and needs. It is supplied ‘as is’ and without warranty. If you do make any changes, we would be pleased to know about them, so that they might be shared with other Global Connections members.

Its authors are Nick Swain, Zorva Consulting Ltd and Clive Thomas, All Nations.

Nick Swain provides a range of Generative AI services to help you stay safe and deliver more impact, alongside data protection and Theory of Change advice.

You are welcome to contact both Nick and Clive via email at [nick.swain@zorva.info](mailto:nick.swain@zorva.info) or via the Zorva website at <https://zorva.info/about-us/contact-us/>. Please mark any messages for Clive clearly, and Nick will pass them on.

## What is Generative AI?

Generative AI is a type of artificial intelligence that can create images, text or audio output in response to an input, or ‘prompt’, that we give it.

Generative AI learns from lots of examples and then uses our prompting, together with what it has learned, to make something new and original.

Imagine it as an artist who learns to paint in the style of many famous painters and then creates unique paintings in any style we ask for.

This technology is exciting but also challenges us to ask questions such as “what counts as original work when a computer is the one creating it?”.

## Why should we have a Generative AI statement?

The use of Generative AI is increasingly rapidly, and it can be tempting to use it for all manner of purposes, sometimes without the necessary safeguards (people may already be doing this).

A Generative AI statement explains your organisation’s position and sets a framework within which Generative AI can be used to further your work for the Kingdom.

## Your Generative AI statement

The following Generative AI statement template includes footnotes designed to help you. Throughout, the abbreviation ‘Gen AI’ is used to mean Generative AI. We have highlighted specific text which should be replaced with your own wording using **<template text>**.

Generative AI statement

### Scope

This Gen AI statement relates to **<your organisation name>** and all its staff, workers, volunteers and partners, no matter where they are located[[1]](#footnote-1).

### Ownership

This Gen AI statement is owned by our Gen AI Lead who is also our **<your Gen AI Leads other role[[2]](#footnote-2)>**. It will be reviewed at least **<bi-annually>**, in line with our other key policies, or when circumstances, technology or our use of Gen AI changes[[3]](#footnote-3).

All our staff, workers, volunteers and partners need to read and agree to it[[4]](#footnote-4). Questions, and recommendations for changes to this Gen AI statement, should be addressed to our Gen AI lead”.

### Principles[[5]](#footnote-5)

We will strive to uphold the principles of:

**Living out our faith**

* Always use Gen AI in ways which are compatible with our basis of faith and values.
* Ensure that all generated content (including images, video, audio and text) conveys the truth.
* Since there is no guarantee on how our messages and other data may be used to inform existing AI systems, prohibit our contributions from being added to the training data. If this is not possible, the use of Gen AI should be carefully considered in each case.

**Inclusive growth, sustainable development and well-being**

* Proactively engage, wherever possible, in responsible stewardship of trustworthy AI in pursuit of beneficial outcomes for everyone.
* Recognise that Gen AI is not typically a substitute for roles undertaken by people, but people may use Gen AI to be even more creative and productive.

**Human-centred values and fairness**

* Design and use Gen AI systems in ways that respects the rule of law, human rights, democratic values and diversity.
* Include appropriate safeguards to ensure a fair and just society.
* Take into account those situations where biases in training data can affect outputs e.g. language, ethnicity, gender, etc.
* Uphold the rights of data subjects under UK GDPR and other regulations, and ensure that every type of Gen AI use will be supported by a clear purpose, lawful basis, and an appropriate risk assessment. Data subject rights will be explained and honoured.
* Consider how Gen AI might be used in different scenarios such as audience-facing, organisation support and back-end reporting assistance.

**Transparency and explainability**

* Commit to transparency and responsible disclosure regarding AI systems, and in particular where Gen AI is used.
* Foster a general understanding of AI systems, including their capabilities and limitations and potential risks.
* Make stakeholders aware of their interactions with AI systems, including in the workplace.
* Provide plain and easy-to-understand information, where feasible and useful, on the sources of data/input, factors, processes and/or logic that led to the prediction, content, recommendation or decision, to enable those affected by an AI system to understand the output.
* Make information available that enables those adversely affected by an AI system to challenge its output.

**Robustness, security and safety**

* Ensure that AI systems function in robust, secure and safe ways throughout their lifetimes by continually assessing and managing potential risks.
* Consider restricting access to Gen AI tools to only those with a genuine and pre-approved business need, without compromising innovation.
* Outputs of Gen AI tools should always be validated by a real person with the relevant knowledge of the subject area in order to minimise the risk of misinformation and bias.
* Seek to protect the intellectual property and copyright of others.
* Never prompt Gen AI with messages or questions that contain personal data, copyrighted material, or material where someone else owns the intellectual property.

### Uses of Gen AI

Gen AI is generally approved for all uses that align with the principles above.

Gen AI may specifically be used for**[[6]](#footnote-6)**:

**<may be used for list>**

Gen AI should not be used for[[7]](#footnote-7):

Images of children

Content where we do not have the expertise to check it is correct.

**<may not be used for list>**

Special conditions apply when using Gen AI in the following situations[[8]](#footnote-8):

Gen AI created images – always identify them as such

**<special condition list>**

### Approved Gen AI tools

The following Gen AI tools are currently approved for use:

**<Approved Gen AI tool>** for all approved purposes[[9]](#footnote-9)

This list is owned by the Gen AI Lead, and other tools should not be used without prior approval.

1. Ideally it will apply to the whole organisation but outside the UK, different regulations may apply. [↑](#footnote-ref-1)
2. Your Gen AI Lead will often be your DPO/Data Protection Lead, IT Manager, Compliance Manager, HR Manager, or another role. [↑](#footnote-ref-2)
3. Due to the speed with which Gen AI is evolving, this should probably be more frequently than your other policies. [↑](#footnote-ref-3)
4. Specify how this is done, perhaps as part of your HR system that records the viewing of important documents. [↑](#footnote-ref-4)
5. Make changes to fit your circumstances, perhaps including or making reference to your values. These principles are based on the OECD AI Principles https://oecd.ai/en/ai-principles [↑](#footnote-ref-5)
6. You need to edit this list to include any specific uses. [↑](#footnote-ref-6)
7. You need to edit this list to exclude any specific uses. [↑](#footnote-ref-7)
8. You need to edit this list to include any special conditions. [↑](#footnote-ref-8)
9. For each tool, say if there are any restrictions on its use. For example you may allow images created by Gen AI but only using certain Gen AI tools. You may approve more than one Gen AI tool but, in most cases, it is better to focus on one. [↑](#footnote-ref-9)