

Transparency Disclosure Templates

Article 4 of the AI Act requires transparency when using AI systems with direct impact on users. Use these templates to communicate when and how you're using AI.

1. Chatbot Disclosure

Use this when: You have a chatbot on your website or app.

COPY-PASTE TEXT:

This chat assistant uses artificial intelligence. It may occasionally provide inaccurate information. For critical questions, contact support at [email].

2. Phone System Greeting

Use this when: You use AI-powered call routing or voice analysis.

COPY-PASTE TEXT:

Thank you for calling [Company]. This call may be answered by AI or routed using AI. By remaining on the line, you consent. For a human agent, press 0.

3. Website Notice

Use this when: You use AI to analyze user behavior or personalize content.

COPY-PASTE TEXT:

This website uses artificial intelligence to personalize your experience. Learn more in our Privacy Policy.

4. Email Footer Disclosure

Use this when: You use AI to optimize send times or content.

COPY:

This email was delivered at an optimal time calculated by AI. We use artificial intelligence to improve communications while respecting your privacy.

5. Privacy Policy AI Addendum

Use this when: You update your privacy policy to reflect AI use.

COPY:

Use of Artificial Intelligence: We use AI systems to improve services and analyze how products are used. You have the right to request information about AI-based decisions. Contact [privacy@company.com].

This document is provided for informational purposes. For specific legal advice, consult a qualified legal advisor.

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