WANT TO KNOW ABOUT AI?

THE AI ASSEMBLY



AI Acceptable Use Policy

Policy template

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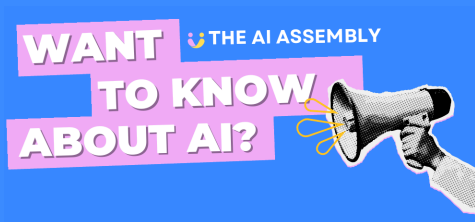

AI Acceptable Use Policy
Policy template

Current as at 18 November 2026

A plain-words template your team will follow. It answers the question people ask in the moment: am I allowed to put this into that? Fill in the yellow slots.

1. Purpose and who it covers. This policy explains how people at **[Organisation name]** use AI tools for work. It covers employees, contractors and volunteers, and any AI tool used for our work, including free ones.

2. Work freely with. You can use approved AI tools without asking for your own drafting, public information, brainstorming and planning, and ordinary internal material such as meeting notes and templates.

3. Take care with five things. Personal information, client confidential material, our own IP, unreleased financials, and anything regulated such as health information. Adjust first: remove names, describe rather than paste, or use **[approved account]**.

4. Never. Never put passwords, keys or logins into any AI tool, for any reason.

5. Connect, don't paste. Where you can, use AI where the information already lives, with the narrowest access that does the job. A person approves before AI sends, spends or deletes anything.

6. Approved tools and who to ask. Approved tools: **[list tools and account type]**. For a tool or use not covered here, ask **[name]**. Asking is never a problem.

7. Check what AI produces. You are responsible for anything you use or send. Check AI output for accuracy before you rely on it, and say AI helped where **[Organisation name]** expects that.

8. If something goes in by mistake. Tell **[reporting contact]** the same day. No blame. Then contain it, work out what data and whose, and record what happens next. A privacy breach may be notifiable, so **[name]** makes that call.

9. Owner and review. **[Name]** owns this policy and **[name]** approves new tools. We review it every **[month or quarter]** and whenever our tools change.

How to adapt this template

Replace each yellow slot with your own details and keep it to one page in plain words. Give people an approved alternative, because banning a tool with no alternative pushes AI use out of sight. Have a lawyer check it for your sector before you adopt it.

SOURCE

The AI Assembly

Responsible AI in the Agentic Era

theaiassembly.com/responsible-ai

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