



Eastfield Town Council

IT Policy Appendix 1

Artificial Intelligence (AI)

1. Purpose of This Policy

This policy explains how staff, councillors, contractors, temporary workers and consultants can safely use AI tools (like ChatGPT, Copilot, Bard, Bing, Grammarly and similar tools).

Our aim is to:

- Make sure AI is used safely and legally
- Protect people's personal information
- Keep our work accurate, ethical and secure

AI is changing quickly, so this policy will be reviewed every six months.

2. What We Mean by "AI"

AI means computer systems that can do tasks that normally need human thinking. Examples include:

- Chatbots and virtual assistants
- Tools that predict, analyse or summarise information
- Machine Learning
- Autocorrect, translation, or grammar tools
- Facial recognition tools
- Smart devices and monitoring tools

Some of these features may appear inside everyday software like email or video-calling tools.

3. The Most Important Rule

NEVER put personal, sensitive, or confidential information into a public AI tool. Do not enter:

- Names, addresses, contact details
- Case notes or personal stories
- Health information
- HR information or financial details
- Anything that can identify a

person Why?

Most public AI tools store what you type and may use it to train their systems. This means your data could appear in answers given to other users. This is a data protection risk.

4. Traffic-Light Guide to Safe AI

Use **RED – Do Not Do This**

(High Risk) Never use AI for:

- Any personal data (even if the name is removed)
- Asking for advice about real people or real cases
- Making important decisions (e.g., hiring, funding, or assessments) These actions break data protection laws.

AMBER – Use with Care (Medium Risk)

Allowed only if the information is fully anonymised:

- Summarising non-sensitive documents
- Writing newsletters or general communications
- Analysing feedback where all personal details are removed



- Brainstorming ideas Before using AI, remove:

- Names → use [Person]
- Places and addresses → use [Location]
- Contact details
- Birth dates, ages, or anything that could identify someone
- Job titles that point to a single person (e.g., “the headteacher at [School]”)

GREEN – Safe to Use (Low Risk)

These tasks do not involve any confidential information:

- Research on public topics
- Learning new skills (e.g., Excel formulas)
- Improving your own writing
- Creating public images or posters

5. Your Duty: Turn Off Data Training

If you use a public AI tool, you must switch off data training in your account settings.

- ChatGPT: Settings → Data Controls → turn off “Improve the model for everyone”
- Google Gemini: myactivity.google.com → turn off “Gemini Apps Activity”
- Microsoft Copilot (personal): Privacy → turn off model training for text and voice This protects your information from being used to train AI systems.

c. Accountability

- Human responsibility: You must check all AI-generated content for accuracy, fairness and tone before using it.
- Transparency: If AI is used in a major way (e.g., a chatbot for service users), we will make this clear to the public.
- Compliance: Breaking this policy—especially the RED rules—may lead to disciplinary action.

If you are unsure, ask the Clerk before using AI.

Adopted April 2026