

Can staff use your AI policy?

One task. Clear rules. A named next step.

Type in the boxes or print. Use one real task and your current policy. Record the rule plus a working link or named contact. Keep unanswered questions visible.

Task, team and policy version (use no confidential or personal details)

1. Which tool and account may I use?

Name the tool, account type and allowed use. Record where staff check the current list.

2. What information may I put into it?

Write what is allowed and what must stay out. Use categories, not real personal data.

3. What must I check before using its answer?

Name the person who checks it and the checks they must make before use or sharing.

4. When must I tell someone I used AI?

Record when disclosure is needed, who must be told and how to tell them.

Keep completed copies within your organisation. Continue on page 2.

Agree what happens next

One task. Clear rules. A named next step.

5. Who can approve a new tool or use?

Name the person or team and how to ask. Check whether a changed task needs fresh approval.

6. Where do I report a mistake or concern?

Record a contact or reporting route staff can open. Ask what to do if that route is unavailable.

7. Where can I get training or help?

Record a practical resource or named team. Check that your colleague can reach it.

8. What may AI do on my behalf?

List any access or actions allowed, the limits and what needs a person to approve it.

Decision, owner and review date

Record the decision: proceed within stated limits, seek approval, or do not proceed. Name the decision owner, open actions and review date.

Fictional example: drafting a customer email

Task: draft a reply using public product information. Open question: who checks promises made in the draft? Next step: ask the policy owner to name a reviewer before using the output. This is an exercise, not a finding about an employer.