



Disclosure Notice

Responsible use of AI and AI-enhanced applications

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Summary

Kiandra uses various secure Artificial Intelligence applications to improve the solutions we deliver. We follow a rigorous approach to selecting tools which do not share or retain client data. Your data will only be used with AI services that are private and which have been tested by us. This document describes our approach.

Background

At the forefront of technological innovation, our projects are now harnessing the transformative power of Artificial Intelligence (AI). By integrating AI tools and services into our workflows, we are revolutionising the ways we develop software, making our processes smarter, faster, and more efficient than ever before. With AI, we are enhancing the quality and precision of our solutions, driving forward the capabilities of our development teams, and delivering unparalleled value to our clients.

While this becomes the new normal, we want to be transparent about our responsible use of these services to help deliver the best outcomes to you.

Purpose

This document outlines the use of artificial intelligence (AI) tools in our project administration and software development processes. Many of the AI tools are built into the applications we already use and which we have already rigorously assessed as meeting our quality and security requirements.

As documented in your proposal from us, we intend to use pre-approved AI tools to improve productivity across our delivery processes, including:

- meeting transcription and task management
- document automation and augmentation
- code generation and /or reviews
- wireframes and mock-ups
- security and vulnerability analysis
- user story development
- functional testing, and
- project reporting.

We may identify additional opportunities to use AI and if so, they will follow the letter and spirit of this document.

Data Privacy Commitment

We understand the sensitivity of the information you entrust us with. All AI tools used in our process:

- have been rigorously evaluated by us, to ensure we can continuously meet our security and confidentiality obligations
- maintain complete privacy of inputs and outputs
- do not use your data to train or improve their models
- process data solely for immediate task completion
- do not store your data other than as is reasonably required by them to detect unlawful content or content that violates usage terms, which is generally limited to no more than 30 days and usually less
- do not share data with third parties, and
- have been used by us, with our information that we, too, consider confidential.

Our use of AI will not breach our non-disclosure obligations with confidential data.

Scope of AI Usage

Your confidential information, including project briefs, requirements, specifications, meetings that are recorded (e.g., via Microsoft Teams), may be processed through these AI tools solely to improve project administration and development efficiency.

Our AI Acceptable Usage Policy mandates that we

- use only approved services for approved purposes and information classifications
- adhere always to our confidentiality and privacy obligations
- review outputs and generated artefacts to ensure quality, accuracy and relevance, and
- use AI responsibly, fairly and transparently.

We acknowledge that generative AI doesn't always get things right, so we will ensure human oversight is applied to make sure that outputs used are materially correct and fit for purpose.

We also are happy to discuss the tools we use and how we use and review them at any time – just ask us and we'll show you.

Your right to opt out

You have the right to opt out of (or amend) our use of AI services in your project, by requesting this in writing – your primary Kiandra contact will help you with this.

Please note that opting out may:

- extend project timelines
- require additional manual processing
- result in increased project costs due to additional effort being required
- in the case of in-flight fixed-price projects, require a pricing variation be raised, and
- affect certain productivity-enhancing features.