

Using AI at [Organization name]

AI can hold the pen. **Only a person signs.** You're responsible for anything AI helps you make.

LIGHT	WHAT IT INCLUDES	RULE
 Green	Public information. Your own drafts with no names.	OK in approved tools.
 Yellow	Internal information: budgets, plans, grant drafts with no names.	Approved tools only, training turned off. Ask if unsure.
 Red	Anything about a person. Health, money, immigration, housing, safety, children. Passwords.	Never in an AI chat tool.

The five-second check

1. Is this tool on our list?
2. Is there personal information in what I'm pasting? **If yes, stop.**
3. Is AI deciding anything about a person? **If yes, stop.**
4. Will I check every word before it goes out?
5. Do I need to say AI helped?

Ask the AI lead before you...

- try a new AI tool or switch on a new AI feature
- set up anything that files, sends or changes records by itself
- use AI with information about the people we serve
- use AI to translate for clients or the public

Our approved tools

[Tool 1] • [Tool 2] • [Tool 3]

Work accounts only. Never personal free accounts.

Telling people

Add this under your email name:

"Written with AI assistance. Reviewed by a person."

Something went wrong?

Stop. Tell the AI lead today. Don't fix it alone. Nobody gets in trouble for reporting.

Asked for money, data or a password? Call back on a number you already know. AI can fake emails and voices.

AI lead: [name] • [phone] • [email]