

Using AI at [Organization name]

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



The traffic light

✓ Green	OK in approved tools. Public information. Your own drafts with no names.
! Yellow	Approved tools only, with training turned off. Ask if unsure. Internal information: budgets, plans, grant drafts with no names.
✗ Red	Never put this in an AI chat tool. Anything about a person: health, money, immigration, housing, safety, children. Passwords.

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?

Turn over for: who to ask, our tools, and what to do if something goes wrong.



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]

Use work accounts only. Never use personal free accounts. Turn on two-step sign-in.



Telling people

Add this under your name in emails:

"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. Report fakes to the Canadian Anti-Fraud Centre: 1-888-495-8501.

AI lead: [name] • [phone] • [email]