

# KINGS HILL PARISH COUNCIL

## Artificial Intelligence (AI) Usage Policy

### 1. Purpose

This policy sets out how [Council Name] will use Artificial Intelligence (AI) technologies responsibly, ethically, and in compliance with UK law and council governance standards. It aims to:

- Enhance service delivery and efficiency.
- Protect residents' rights and data.
- Maintain transparency and public trust.

### 2. Scope

Applies to:

- All councillors, employees, contractors, and volunteers using AI tools for council business.
- All AI systems, including generative AI (e.g., ChatGPT, Copilot), predictive analytics, and machine learning applications.

### 3. Principles

- **Lawful & Ethical Use:** AI must comply with UK GDPR, Data Protection Act 2018, copyright law, and equality legislation.
- **Transparency:** Disclose where AI is used in public-facing services.
- **Human Oversight:** AI assists decision-making; humans remain accountable.
- **Security:** AI tools must meet council cybersecurity standards and be approved by IT.
- **Bias Mitigation:** Assess AI systems for fairness and avoid discriminatory outcomes.

### 4. Acceptable Use

- AI may be used for tasks such as drafting reports, summarising documents, translation, and data analysis.
- AI outputs must be reviewed by a human before publication or decision-making.
- Do **not** upload confidential or personal data to public AI tools without explicit approval and a Data Protection Impact Assessment (DPIA).

### 5. Governance & Approval

- All new AI tools require:
  - **Security review** (data storage, vendor reputation).
  - **AI Risk Assessment** and **DPIA**.
- Maintain a central register of approved AI tools.
- IT & Digital Services reserve the right to deny requests for non-compliant tools.

### 6. Data Protection & GDPR

- No personally identifiable information (PII) or sensitive council data should be entered into public AI systems.
- Complete DPIA for any AI processing personal data.
- Dispose of AI-generated documents containing personal data securely.

### 7. Accuracy & Accountability

- Validate AI outputs for accuracy and appropriateness.
- Keep an audit trail of AI-assisted decisions.
- Departments remain responsible for any outputs they use.

**8. Training**

- Staff using AI tools must complete council-approved training on responsible AI use, data handling, and bias awareness.

**9. Review**

- This policy will be reviewed annually or sooner if regulations or technology change.