



LLANHARAN COMMUNITY COUNCIL RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE POLICY

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Introduction

Scope

This document serves to provide immediate guidance on the responsible use of Generative AI. This policy applies to all Council members, employees, contractors, and third parties using AI tools in Council operations. It covers AI applications, including but not limited to document drafting, automation, analytics, and communications.

What is AI?

AI (Artificial Intelligence) comes in various types, each serving different purposes, examples include:

- Rule-Based AI (Expert Systems) - Follows pre-set rules for decision-making. *Examples: Spam filters blocking junk emails, automated chatbots giving basic customer service responses.*
- Machine Learning (ML) AI - Learns from data to improve over time. *Examples: Netflix and Spotify recommendations, fraud detection in banking.*
- Deep Learning AI - Mimics the human brain using neural networks. *Examples: Facial recognition on smartphones, self-driving cars like Tesla, AI diagnosing diseases from medical scans.*



- Reinforcement Learning AI - Learns through trial and error to optimise decisions. *Examples: AI beating humans in chess and video games (like AlphaGo), stock market trading algorithms, AI optimising energy use in smart buildings.*

Generative AI is a type of AI that creates new content, such as text, images, music, or Even code, based on patterns it has learned from existing data. Instead of just analysing or sorting information, it generates something original.

These tools can enhance productivity, creativity, and efficiency in various work tasks. However, they must be used responsibly, ensuring compliance with data protection policies and safeguarding sensitive information.

Examples of Generative AI (note: this list is not an exhaustive list of AI models):

- ChatGPT, Google Gemini, Microsoft Copilot - Can write emails, summarise documents. and generate ideas.
- **DALL•E**, MidJourney. Stable Diffusion - Can create images from text descriptions.
- GitHub Copilot. OpenAI Codex - Can generate computer code based on instructions.
- Runway ML, Synthesia - Can create videos from text or images.
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Generative AI can be beneficial in several areas when used responsibly such as:

- Drafting reports, emails, and summaries - AI can help structure initial drafts, but you must review and edit before sending.
- Summarising large documents - AI can quickly extract key points from reports or policies.
- Generating ideas and brainstorming - AI can provide inspiration for projects, strategies, and communications.
- Translating and simplifying language - AI can help translate documents or adjust content for accessibility.
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Generative AI models use the information uploaded or given to it to learn and can potentially use the information it has learned from you to serve other users of the platform.

You must not use generative AI for:

- Processing or analysing personal data (names. addresses. payment details, case notes, or any other sensitive information).
- Making decisions about the public, members, employees or services without human oversight.
- Generating official policies, contracts, or legally binding documents without review by the appropriate committee or process.
- Creating misleading or deceptive content that could misrepresent the council.



Things to consider when using Generative AI

Confidentiality and Data Protection:

Information about a member of the public, member, employee and commercially sensitive data must never be entered into generative AI tools. as these services may process and store input in ways that breach data protection regulations.

Do not upload any sensitive, personal, or confidential organisational information. If uploading a document, image, audio recording, video or other data to generative AI you must check the content to ensure that there is no personal data of a member of the public, member of the council, employee or commercially sensitive data contained in the data.

Accuracy and Reliability:

AI-generated content should be fact-checked, as these tools can generate incorrect or misleading information.

Transparency:

When using AI to draft documents, reports, or communications, you should review and edit the output before submission or publication.

Intellectual Property and Bias:

AI-generated content may be influenced by biases or contain copyrighted material, ensure all outputs comply with ethical and legal guidelines.

Responsibilities

- **The Clerk** is responsible for overseeing AI implementation and ensuring compliance.
- **Council Members & Employees** must adhere to this policy and report any AI-related risks or breaches.
- **The Data Protection Officer (DPO)** will monitor compliance and conduct regular reviews of AI use.

Policy Review

This policy will be reviewed annually or as required to reflect technological advancements and legal changes. Amendments will be approved by the Council.

Reporting & Enforcement

Any misuse of AI must be reported immediately to the Clerk or DPO. Non-compliance with this policy may result in disciplinary action.

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.