AI POLICY CREATION TIPS

ALLEN + CLARKE

DO'S

Ask about any new AI technology and the implications of its use in your work prior to using it for client work.

Understand the limitations of AI before employing it to carry out tasks.

Maintain oversight across all AI use.

Take all necessary steps to protect privacy, such as checking that all information used in AI tools is clear of personal data.

Be transparent in AI's use in developing products including when it's been used to guide report-writing, design, and client management.

Provide a clear description to the client of the technology used prior to the use, as well as be transparent about any potential risks involved.

Create a policy that can be applied to technologies that may arise rather than only those that currently exist.

Consult with tools such as the Algorithm Charter to ensure you are doing right by your clients' and the publics' expectations.

Interact with existing government and agency policies if your work will interact with the public sector.

Create a platform for employees to discuss what technologies excite them, what technology could make their work easier or more interesting.

Think about your strategic position before you launch into making this policy, are you a business that wants to lead the way or are you a more cautious business that wants tried and true ways of doing things.

Make sure your tone within the policy is consistent with your agreed approach.

Leverage your organisational/ subject expertise to understand the strategic position you want to take.

Seek advice from experts outside of your company if you do not have confidence that your policy will cover all of the necessary bases.

DONT'S

- Allow the use of AI that has no explainable processes or outcomes.
- Set up long-term automated AI processes that are not overseen by someone.
- Enter personal information (yours or anyone else's) into publicly hosted and accessible AI tools.
- Publish reports that have significant undeclared use of AI.
- Use AI tools without the client's knowledge to deliver key pieces of work.
- Use a new piece of AI without any conversations with relevant people about how it may interact with your policy.
- Create an overly prescriptive and specific policy.
- Create internal policies that are clearly at-odds with the consensus of appropriate use of AI.
- Wait for everyone else to start using AI to help their work before considering implementing it.
- Decide on your business/agencies' approach without checking in with your employees.
- Copy and paste full and complete standardised guidance on AI straight into a document with your watermark on it.
- Try and write the whole policy yourself if you are not confident.

NEED AN INTERNAL POLICY?

For over 20 years Allen + Clarke have been supporting central and local government, non-government, and businesses to manage and develop bespoke policies.

Allen + Clarke can:

- Understand your context and risks
- Run a gap analysis on existing policies
- Create a cohesive and sustainable policy suite

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