Grace Foundation AI Policy

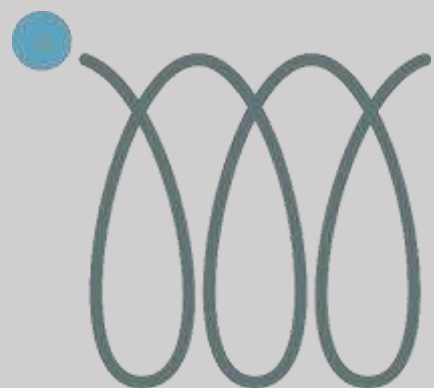**Document Owner:** Grace Foundation

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Contents

1. Introduction

Artificial Intelligence (AI) is an evolving technology that has the potential to enhance efficiency and support daily operations at Grace Foundation. However, AI must be used responsibly, ethically, and in line with organisational values. This policy outlines the acceptable use of AI for staff and ensures compliance with data protection, safeguarding, and professional standards.

2. Purpose and Scope

Grace Foundation recognises AI as a valuable tool for content creation, document editing, and administrative support. However, AI-generated content must be reviewed by a human and aligned with our organisational values.

This policy aims to:

- Ensure AI is used responsibly, ethically, and transparently.
- Protect personal and organisational data from unauthorised use.
- Maintain quality control in AI-generated materials.
- Ensure compliance with GDPR and safeguarding policies.

This policy applies to:

- All staff, volunteers, and trustees using AI for work-related purposes.
- AI-generated content used in communications, educational materials, or public-facing outputs.
- Any AI tools integrated into workflows, including content creation, editing, and administrative tasks.

This policy does not cover AI use by third-party organisations outside of Grace Foundation's direct control.

3. Principles for Ethical AI Use

3.1 Transparency and Accountability

- Staff must disclose when AI is used where requested.
- Human oversight is required before publishing or sharing AI-generated content.
- Staff remain fully accountable for any AI-assisted work they produce.

3.2 Fairness and Ethical Use

- AI must be used fairly and without discrimination, ensuring it does not create bias.
- AI must not be used to manipulate, mislead, or generate deceptive content.

3.3 Privacy & Data Protection

- AI must not process or store personal, sensitive, or confidential data without explicit authorisation.
- AI tools must comply with GDPR and Grace Foundation's data protection policies.

3.4 Accuracy & Quality Control

- AI-generated content must be fact-checked before use.
- AI should support, not replace, human judgment—especially in areas requiring discretion.

3.5   Compliance with Organisational Values

- AI use must align with Grace Foundation's mission, safeguarding policies, and professional standards.
- AI must not be used to create or share inappropriate, offensive, or unethical content.

4. Approved Uses of AI at Grace Foundation

Grace Foundation utilises AI as a supportive tool to enhance efficiency, creativity, and impact measurement while ensuring all outputs align with organisational values and compliance requirements. AI may be used for the following purposes:

- **Content Development & Editing** – Assisting in drafting reports, emails, lesson plans, tutor time materials, and promotional content, subject to human review and approval.
- **Document Refinement & Formatting** – Enhancing the structure, clarity, and presentation of written materials to ensure professionalism and consistency.
- **Administrative Efficiency** – Supporting tasks such as summarising key information, organising data, and streamlining routine processes.
- **Evaluation & Impact Assessment** – Analysing and presenting qualitative and quantitative data to assess and communicate the impact of our work, ensuring no personally identifiable or sensitive data is processed through AI tools.

5. Prohibited Uses of AI

- Using AI to process personal, sensitive, or confidential data.
- Relying solely on AI for decisions impacting people (e.g., hiring, disciplinary actions).
- Using AI to create misleading, deceptive, or harmful content.
- Generating AI content that violates copyright or intellectual property laws.

6. Safeguarding and Risk Management

AI tools used by Grace Foundation will be periodically reviewed for risks.

- AI must not generate content that could compromise the safety of young people or vulnerable individuals.
- Any concerns about inappropriate AI use must be reported to line managers or senior leadership immediately.

7.   AI and Third-Party Use

- Any AI tools used must be approved by Grace Foundation or its IT providers.
- If third-party suppliers use AI in services provided to Grace Foundation, they must disclose their AI usage and comply with GDPR and safeguarding policies.

8. Compliance and Disciplinary Action

Failure to comply with this policy may result in restricted access to AI tools, formal warnings, or disciplinary action, depending on the nature of the breach.

9. Review and Updates

This policy will be reviewed every two years or sooner if required by changes in AI technology, regulations, or organisational needs.

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