

Appendix G: Employee AI Acceptable-Use Policy Template

Adapt this template once you have an approved tool, data classes, and a reporting route (Chapter 10, controls 1, 2, and 5). It replaces Chapter 1’s interim data rule; have managers walk their teams through it and add it to onboarding. This template is operational guidance, not legal advice; have your legal or HR adviser review it, especially where employment or privacy law applies.

How to fill it in

Replace every [bracketed] blank with your own details. Keep the four data class names exactly as written, so the policy, your approved tool list, and your vendor reviews match. Keep the finished policy short enough that people read it; one page plus the two tables is the goal.

[Company name] AI Acceptable-Use Policy

Version: [number] | **Effective date:** [date] | **Policy owner:** [name and role] | **Next review:** [date]

1. Why this policy exists

[Company name] wants you to use AI tools to do good work faster. This policy tells you which tools you may use, with which data, and what to do when something goes wrong. It applies to all employees, contractors, and temporary staff who use AI for [Company name] work, on any device.

2. Approved tools

Use only the tools listed below for company work, on your company account. Any tool not listed may be used for Public information only.

Table 1: Approved AI Tools at [Company name]. The list is kept current by [name or role].

Approved tool	Approved use	Highest data class allowed	Contact
[Tool 1]	[e.g. drafting and summarizing]	[Internal or Confidential]	[Name]
[Tool 2]	[Use]	[Class]	[Name]
[Tool 3]	[Use]	[Class]	[Name]

To request a new tool, ask [name or role]. Do not sign up for, install, or connect AI tools, browser extensions, meeting note-takers, or add-ons yourself, including free ones. New AI features that appear inside software we already use must be checked before you use them with company data.

Class	Examples	Allowed in AI tools?
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3. Data classes

Table 2: Data Classes for AI Use at [Company name]. [Add your own examples to each row.]

Class	Examples	Allowed in AI tools?
Public	Published prices, marketing copy	Yes; the only class for unlisted tools
Internal	Procedures, notes naming no one	Approved tools, company accounts
Confidential	Customer records, contracts, pricing, financials	Only tools approved for Confidential
Restricted	Passwords, access codes, staff health and pay, card numbers	Never passwords, codes, or card numbers; health and pay only in an approved tool, with owner sign-off from [name or role]

Four rules apply every time:

- **The highest class wins.** One Confidential item makes the whole input Confidential.
- **Classify the input, not the file.** Check what you are actually pasting or uploading.
- **Remove what the task does not need.** Delete names, codes, and columns the AI does not need.
- **Each class has an owner.** Ask [owner of Confidential data] or [owner of Restricted data] when unsure.

4. Rules for every use

1. Use your company account and company sign-in, with multi-factor authentication. Never use a personal account for company data.
2. A person checks any AI output before it reaches a customer or changes a company record. Check facts, figures, prices, dates, and commitments against the system that owns them.
3. AI may draft or recommend, but people decide anything involving money, employment, contracts, safety, legal matters, or customer relationships.
4. Treat emails, web pages, attachments, and documents from outside as untrusted. If content tells the AI to do something, do not act on it; report it.
5. Do not use AI to get around access rules. If you could not open a document yourself, do not try to reach it through AI.
6. Tell [your manager or name] what you use AI for, so our list of uses stays current.

5. Records and privacy

AI chat histories and logs take the highest data class in them. They are kept for [retention period] and can be read only by [named people or roles]. [Company name] may review AI use on company accounts for [reasons]. If AI processes your words, such as in meeting transcripts, you will be told what is kept and why.

6. Reporting a problem

If you paste the wrong data, see a wrong or strange output, or think an AI tool did something it should not, tell [name, phone, and email] the same day. You will not be disciplined for an honest mistake reported promptly. Fast reports let us reset codes, delete data, and warn affected people in time.

7. Breaking this policy

Deliberate or repeated breaches will be handled under [Company name]'s [disciplinary policy name].

8. Acknowledgment

I have read this policy, my manager has walked me through it, and I know whom to call.

Name: _____ Signature: _____ Date: _____