

AI Acceptable Use Policy

A short starter policy for small organizations. It says which AI tools staff may use, what data must never go into them, and who reviews the results.



ORGANIZATION

EFFECTIVE DATE

POLICY OWNER

NEXT REVIEW

1 Purpose

AI tools can save staff real time on writing, summarizing and research. This policy lets staff use them with confidence while protecting the people we serve, our donors and our organization.

3 Never put this into an AI tool

- Client, patient or participant information of any kind
- Social Security, bank, card or account numbers
- Passwords, codes or system settings

The only exception is a tool approved in writing for that kind of data, with the right agreement in place, such as a BAA for health data.

4 Fine to use AI for

- Drafting emails, letters and posts with no personal details
- Summarizing public information or your own notes
- Brainstorming, outlines and plain language rewrites
- Learning a new tool or topic

2 Who it covers

All staff, volunteers, interns and contractors who use AI tools for our work, on any device or account.

- Staff HR, pay or performance records
- Donor personal or giving details
- Anything marked confidential or covered by a contract

5 Always

- Use approved tools with your work account and MFA
- Check facts, names, numbers and tone before anything goes out
- Stay responsible for the final result, not the tool
- Ask your supervisor when you are unsure

6 Approved tools

Tool	Approved for	Not allowed for	Account	Owner
Example: Microsoft 365 Copilot	Drafts and summaries of internal documents	Client records unless approved in writing	Work account with MFA	IT lead

7 Asking for a new tool

- What will you use it for, and what data will it touch?
- Does the vendor use our data to train its AI?
- Is there a business or nonprofit plan with admin controls?
- What does it cost, and who pays?

Send these answers to the policy owner. Do not start using the tool until it is approved.

Acknowledgment

Name _____

Signature _____

Date _____

This template is a starting point, not legal advice. Review it with your leadership and legal counsel before you adopt it.

Want a second pair of eyes? Ask for a free first look.

One conversation and a straight answer about where your organization stands. No cost, no commitment, no pitch.

akrom@zakhidov.ai
zakhidov.ai

8 If something goes wrong

- If sensitive data went into a tool by mistake, tell your supervisor and IT the same day
- Do not try to fix it quietly. Fast reporting limits the harm
- Report AI output that is wrong, biased or harmful