

## **DRAFT HIRRA Digital Assistance/AI Use Policy**

*Initially drafted with digital assistance from an online AI program 2025*

**Purpose and Responsibility:** To ensure safe, ethical, and effective use of digital assistance/AI tools in the operations of HIRRA, while protecting the privacy of staff, volunteers, and members. Digital assistance/AI is a support tool, not a decision-maker and HIRRA staff are responsible for providing human oversight and review of content.

- Staff are always responsible for:
  - The final content shared externally or internally
  - Ensuring accuracy, professionalism, and alignment with HIRRA's mission and values
- When using digital assistance/AI in board reports or important documents, staff should **note that digital assistance/AI support was used**, where appropriate.
- Questions or concerns about ethical use of digital assistance/AI should be raised with a supervisor.
- This policy will be reviewed as digital assistance/AI capabilities and laws evolve.

**1. ACCEPTABLE Uses of Digital Assistance/AI Tools:** Staff may use digital assistance/AI tools (e.g. ChatGPT, Gemini, DeepSeek, Copilot, etc.) to support the following activities:

- Drafting general correspondence, reports, agendas, and summaries
- Editing documents for tone, clarity, and grammar
- Researching general topics (e.g., policy trends, fundraising ideas, board governance)
- Brainstorming or structuring content (e.g., newsletter ideas, social media posts)
- Creating templates for non-sensitive internal use

**2. RESTRICTED Uses: digital assistance/AI tools may only be used with caution and must not process identifiable or sensitive data**, including:

- Personal information about members, volunteers, donors, or employees
- Financial, legal, or disciplinary records
- Health-related or demographic data
- Confidential strategic plans or unreleased decisions
- Drafts of policies with legal or compliance implications, unless reviewed by a human

**\*When in doubt, ask a manager or withhold data.**

**3. PROHIBITED Digital Assistance/AI Use:** Staff may **not** use digital assistance/AI tools to:

- Upload or enter any personally identifiable information
- Use generative AI to make decisions about hiring, discipline, or funding without human oversight
- Automatically send AI-generated content without human review
- Use digital assistance/AI tools that have not been approved or reviewed by HIRRA

**4. Data Privacy and Confidentiality**

- Use digital assistance/AI tools in **“private” or “no-training” modes** when available
- Never allow digital assistance/AI tools to connect to personal or organizational drives (e.g., Google Drive, OneDrive) unless explicitly authorized.
- If content from digital assistance/AI is used in public-facing materials, it should be **reviewed and fact-checked** by a human.
- Staff should not treat AI-generated content as advice on legal, financial, or compliance matters.