



THE WORKING TEMPLATE

AI Policy Template

A section-by-section template for an AI governance policy your staff will actually follow. Replace every [bracketed] value, delete what does not apply, and keep it short enough to be read.

How to use this template: the ten sections below are the working core of an AI policy. Text in [square brackets] is yours to complete; the surrounding wording is a starting position to edit, not legal advice. Aim for a document your busiest colleague reads in ten minutes.

POLICY OWNER	[Name, role]
APPLIES TO	[All staff, contractors and third parties acting for [Organisation]]
APPROVED BY	[Board / committee, date]
NEXT REVIEW	[Date, at most 12 months out, or on material change]

1 Purpose and scope

This policy governs how [Organisation] uses artificial intelligence: tools we build, tools we buy and tools staff use in their work. It exists so that AI improves our work without putting our clients, data or obligations at risk. It applies to every system that generates content, makes or supports decisions, or acts on our systems.



2 Definitions and the approved tool register

AI system: software that generates content, predictions, recommendations or actions from models. Approved tools are listed in the register at [location]; anything not listed is unapproved until reviewed under section 7. The register records the tool, permitted uses, data rules and the internal owner.

3 Roles and accountability

[Role] is accountable for this policy and for AI governance overall. Each approved tool and AI use case has a named owner. [Role/committee] reviews new requests, exceptions and incidents. The board receives a standing report on AI use and risk [frequency].

4 Acceptable use

Staff may use approved AI tools for [drafting, research, coding assistance, analysis and the uses listed in the register], provided outputs are reviewed before they are relied on or leave the business, sources are checked where accuracy matters, and use follows the data rules in section 6.

5 Prohibited use

The following are prohibited without a written exception under section 9: entering client-confidential or personal data into unapproved tools; presenting unreviewed AI output as finished work; using AI to make automated decisions about individuals; uploading [source code / financial records / other crown-jewel data] to any external AI service; and using AI tools in breach of a client contract.

6 Data rules

The data a tool may receive is set by its register entry. By default: public information may be used with any approved tool; internal information only with tools under a business agreement that excludes training on our data; client and personal data only with tools explicitly approved for them. When in doubt, ask [contact] before pasting.



7 Buying and connecting AI

New AI tools, plug-ins and integrations go through [the approval route] before purchase or connection. The review covers the provider's security and data terms, where data is processed, what the tool can access, and whether an existing approved tool already does the job. Free trials count as buying.

8 Human review and accountability for outputs

AI assists; people remain accountable. Work informed by AI carries the same named human responsibility as any other work. Outputs that affect clients, staff, money or legal positions are reviewed by a person with the competence to catch a wrong answer before the output is acted on.

9 Incidents and exceptions

Suspected AI incidents (data pasted where it should not be, harmful or seriously wrong output acted on, a compromised tool) are reported to [contact] immediately and handled under the incident process. Exceptions to this policy require written approval from [role], a stated reason and an expiry date.

10 Review, training and enforcement

This policy is reviewed [annually] and when tools, use or regulation change materially. Staff receive practical guidance on approved tools at induction and [frequency] thereafter. Breaches are handled under [the disciplinary policy], proportionately to the risk created.



Adoption checklist

DONE	STEP	OWNER / DATE
	Bracketed values completed and sections that do not apply removed	
	Approved tool register created and linked from section 2	
	Leadership sign-off recorded on page one	
	Policy communicated with worked examples of allowed and prohibited use	
	Staff acknowledgement captured	
	Review date in the diary and owner assigned	

A policy earns its keep through the register behind it and the rhythm around it. If the register is stale or nobody owns exceptions, the document stops describing reality within a quarter, and staff can tell.

Rather have it written for you?

The policy pack service delivers this document completed for your business, with the tool register built and the communication drafted, at a fixed published fee. It is part of every governance band on the pricing page.



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