

# Sample Nonprofit AI Use Policy Template

[Nonprofit Organization Name]

AI Policy Document

Effective Date: [Insert Date]

## 1. Introduction

This AI Policy document outlines the principles and guidelines for the effective, ethical, secure, and responsible use of Artificial Intelligence (AI) technologies by [Nonprofit Organization Name].

We recognize that we have simultaneous obligations to 1) use technology to maximize our impact and effectiveness toward our mission, while 2) respecting the rights and dignity of all individuals.

## 2. Ethical Principles for AI Use

We commit to using AI in a way that is fair, transparent, and non-discriminatory. Our AI applications will prioritize the welfare and rights of individuals, ensuring that decisions are made with consideration for their potential impacts on society.

## 3. Data Privacy and Protection

We will collect and use data responsibly, ensuring informed consent is obtained. Data will be stored securely, with access strictly controlled. We will comply with all relevant data protection laws and ensure that personal information is treated with the utmost confidentiality.

We will not upload personal, private, or sensitive data to train external AI models without express consent from affected parties.

## 4. AI System Transparency

We will be open about our use of AI systems. When AI is used in decision-making, we will provide clear explanations of the processes involved, ensuring that these decisions can be understood by those affected.

We will take the following steps in AI-produced content:

1. All text written with the help of AI will be reviewed by a human before it is made public.
2. When this is not possible, it will clearly be labeled as “created by AI without review by a human”.
3. Any photorealistic image or video created primarily by AI is clearly labeled as such, and any person(s) in said images or videos have given permission for such usage.

#### 5. Accountability and Governance

Responsibility for AI governance lies with [designated role/team]. This includes overseeing AI use, and ensuring policy compliance

#### 6. AI System Security (If AI models are being developed internally)

Robust security measures will protect our AI systems from unauthorized access and data breaches. Regular security assessments will be conducted to identify and mitigate potential risks.

#### 7. Compliance with Laws and Regulations

Our use of AI will comply with all applicable local and international laws.

#### 8. Employee Training and Awareness

Employees will be provided with training to understand AI technologies, ethical considerations, and best practices in AI use. This will foster a culture of responsible AI use within the organization.

#### 9. Monitoring and Evaluation

We will continuously monitor the performance of our AI systems, assessing their impact on our operations and the communities we serve. Regular evaluations will inform improvements and adjustments to our AI strategies.

#### 10. Review and Update of Policy

This policy will be reviewed at least bi-annually or as needed to reflect new developments in AI technology and changes in regulatory requirements. The process for updates will be transparent and inclusive.



## 11. Contact and Reporting

For inquiries or to report a concern related to our AI use, please contact [insert contact details].

We encourage open communication to ensure responsible use of AI in our organization.

