

Blofield Parish Council

Artificial Intelligence (AI) Use Policy

Purpose

This policy sets out the Parish Council's approach to the use of Artificial Intelligence (AI) tools, including but not limited to large language models (LLMs), chatbots, and AI-powered assistants such as Claude AI and Co-Pilot. It ensures AI is used in a responsible, ethical, and transparent manner while maintaining data protection standards and public trust.

Scope

This policy applies to all Councillors, officers and volunteers using AI tools on behalf of the Parish Council.

Principles of Use

The Parish Council commits to the following principles regarding AI use:

- **Transparency:** AI-generated content should be clearly reviewed and, where relevant, identified.
- **Human Oversight:** AI tools support, but do not replace, human decision-making. All outputs must be reviewed by an appropriate officer or councillor.
- **Ethical Use:** AI will not be used in a way that could cause harm, spread misinformation, or create bias.
- **Data Protection:** AI tools will not be used to process personal, sensitive, or confidential data unless approved and compliant with the UK GDPR.

Permitted Uses

AI tools may be used for:

- Drafting minutes, reports, or press releases (with human review)
- Generating ideas for community engagement or communication
- Assisting with research or summarising information
- Supporting administrative efficiency

Prohibited Uses

AI tools must not be used to:

- Make decisions affecting individuals or services without human oversight
- Process or store personal data unless the tool is fully GDPR-compliant
- Automate responses to the public without clear review or disclaimers
- Generate misleading or unauthorised information

Responsibilities

- The Clerk is responsible for overseeing AI use and ensuring compliance with this policy.
- Users must ensure all AI-generated content is reviewed before use or publication.
- Users must report any concerns regarding AI tool outputs, accuracy, or data handling.

Training and Awareness

The Council will provide guidance or training as appropriate to staff or councillors using AI tools.

Review and Monitoring

This policy will be reviewed every two years or sooner if significant changes occur in AI technology or relevant legislation.