

# Weston-in-Gordano 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. 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.