

AI Use Policy Template for Small Teams

Use this editable template to discuss and document how your team may use AI tools. Replace the bracketed prompts with choices that fit your work, then have the appropriate people review the finished policy.

Check before you use it

This is a starting point, not legal advice. Organisations must have appropriate review before adopting it. Never paste personal or confidential data into ChatGPT, including client, patient, staff, or customer data. Verify facts, figures, and citations before relying on them.

Purpose

Our team uses AI tools to support [tasks or goals]. This policy applies to [people, teams, or work covered] and covers [tools or situations included].

Team or organisation: _____

Approved uses

List tasks your organisation has reviewed and chosen to permit. For each, note any limits, required checks, or human decision-maker. Do not treat this list as permission to enter personal or confidential data.

Approved task: _____ Conditions: _____

Approved task: _____ Conditions: _____

What Is ChatGPT, whatischatgpt.co.uk. A free, independent plain-English guide to ChatGPT, not affiliated with OpenAI.

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BOUNDARIES AND DATA

Set clear boundaries

Adapt each prompt to your organisation. State what is allowed, what is not, and who decides when a task is unclear.

Prohibited uses

Record uses your organisation does not permit. Consider tasks that could affect people, safety, rights, or important decisions, and specify when AI output must not be used. Have the appropriate reviewer determine which restrictions apply to your work.

Not permitted: _____

Not permitted: _____

Data rules

Never paste personal or confidential data into ChatGPT, including client, patient, staff, or customer data. Do not enter passwords, access credentials, or information your organisation has not approved for sharing. If you are unsure whether information is sensitive, stop and ask the designated contact before using it.

Approved tools or accounts, if any: _____

Data questions contact: _____ Contact method: _____

Example: A staff member wants help summarising a client email. This template's data rule means they should not paste the email into ChatGPT. They can ask the designated contact whether an approved, non-sensitive alternative is available.

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CHECKS AND COMMUNICATION

Review before relying on AI

A person remains responsible for deciding whether an output is suitable for the task. Apply the checks below before sharing, acting on, or relying on generated content.

Checking outputs

Verify facts, figures, and citations against reliable sources. Check that the response fits the context, is complete, and does not expose private information or introduce misleading claims. Correct errors and seek a suitably qualified human review for consequential or specialist work.

Who checks the output? _____

Extra checks for this team: _____

Disclosure

Set when and how people should be told that AI helped create or revise content. Consider the audience, the task, and your organisation's review requirements. Do not present generated material as independently verified unless it has been checked.

Disclosure approach: _____

Who to ask

Name the person or role to contact about unclear uses, data questions, output concerns, or a possible mistake. For current ChatGPT product information, check help.openai.com.

Contact or role: _____ Contact method: _____

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OWNERSHIP AND REVIEW

Make this policy usable

Complete the fields, share the approved version with the people it covers, and make it easy to find. Review it when your work, tools, or organisational requirements change, and on the date your organisation sets.

Policy record

Policy owner or contact: _____

Approved by or review role: _____

Effective from: _____ Review date: _____

Where the current version is kept: _____

Notes for your organisation

Use this space for local guidance, escalation steps, or links to related internal policies. Add only information that your organisation has reviewed and is comfortable sharing with the people covered by this policy.

For current ChatGPT product details, visit help.openai.com. Product features and information may change; check the current official help pages when needed.

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