**Date: 14/11/2024**

**Author: ---Andrew Minter/Philip Poulter**

# Artificial Intelligence (AI) Policy

# Introduction

The Diocese of Portsmouth recognises the value and potential of Artificial Intelligence (AI), particularly Large Language Models (LLMs), in supporting our staff in their work. This policy aims to provide clear guidance on how to use AI tools responsibly while upholding our data protection obligations.

How AI Uses Data

AI tools, like ChatGPT and Claude, are trained on vast amounts of data to generate human-like text. When you input data into these tools, it is processed on the AI provider's servers to generate a response. It's important to understand that any data you input may be retained and used to train and improve the AI model.

Our Legal Obligations

Under the General Data Protection Regulation (GDPR), we have a legal duty to protect personal data. Personal data is any information that can directly or indirectly identify an individual.

Using AI Responsibly

We encourage staff to leverage AI tools to enhance their work efficiency and quality. However, it's crucial to use these tools responsibly to protect personal data and confidential diocesan information. When using online AI tools, you must:

1. Avoid inputting personal data unless the AI tool is provided to you by the Diocese.
2. If you must input personal data, anonymise it first by removing any identifying details.
3. Don't share confidential diocese information with AI tools, as this could compromise confidentiality.
4. If you're unsure whether data is suitable for inputting into an AI tool, consult with the Data Protection Officer.
5. Be mindful that AI responses may not always be accurate or complete. Verify and fact-check outputs before using them.

On-Device AI

On-device AI, like Apple Intelligence, is a safer option for handling personal data compared to the cloud. On-device AI offers the benefits of AI while better protecting your personal data when used responsibly.

The Future of AI

AI is a rapidly evolving field with immense potential to support our mission. By using AI tools responsibly and in compliance with data protection laws, we can harness their benefits while respecting individual privacy rights and maintaining trust in our diocese.

Comms Team involvement

It is strongly recommended that if AI has been used to create content that will be used externally, for a promotion, article or news item for instance, that it should be given a look over by one of the Comms team before publishing. Tone and wording can be quite erratic with apps like ChatGPT (from experience), and image AI can create odd anomalies (people with six fingers or three eyes, etc.).