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## **Angling Trust/Fish Legal**

PD83 – Artificial Intelligence (AI) Policy

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## 1. INTRODUCTION

Angling Trust and Fish Legal recognise the potential of Artificial Intelligence (AI) to enhance operations, improve efficiency, and support our company values. This policy outlines the responsible use of AI within our organisations, ensuring compliance with ethical, legal, and security considerations.

Artificial Intelligence is a powerful tool capable of performing complex tasks, from automating decisions to generating human-like content. However, its capabilities raise serious ethical and practical concerns. AI can unintentionally spread misinformation, reinforce biases, or be misused for harmful purposes if not properly monitored. That's why it is crucial to stick to clear guidelines when developing or using AI—guidelines help ensure it is used responsibly, transparently, and in ways that respect human rights and societal values.

## 2. SCOPE

This policy applies to all employees, contractors, and stakeholders who develop, implement, or use AI tools and systems within Angling Trust and Fish Legal.

## 3. TYPES OF AI

- **Conventional AI:** Rule-based systems and machine learning models that follow predefined logic and patterns.
- **Deep Learning AI:** Advanced neural networks capable of recognising complex patterns and making decisions with minimal human intervention.
- **Generative AI:** AI systems designed to create new content, such as text, images, or music, based on learned patterns.

## 4. GUIDING PRINCIPLES

- **Transparency:** AI systems should be used in a manner that is open and explainable.
- **Accountability:** Users must take responsibility for AI-driven decisions and their consequences.
- **Assessing:** All AI-generated content must be subject to human oversight before use.
- **Ethical Use:** AI should be used in alignment with Angling Trust's mission, avoiding harm, bias, or discrimination.
- **Privacy & Security:** AI systems must comply with data protection regulations and ensure the security of sensitive information.
- **Sustainability:** AI applications should align with environmental sustainability goals where applicable.

## 5. ACCEPTABLE USE

AI may be used within the Angling Trust and Fish Legal for the following purposes:

- Enhancing operational efficiency and administrative tasks, provided it contains no confidential information.

- Supporting conservation and research efforts related to angling and fisheries.
- Improving communication, customer service, and stakeholder engagement.
- Assisting in data analysis, trend identification, and policy development.
- Supporting compliance with legal and regulatory requirements.
- AI-generated text-to-speech is allowed but must be listened to and reviewed in its entirety before being used.

Fish Legal may also use specific AI tools for:

- Legally privileged work, with suitable safeguards against unintentional dissemination.

## 6. PROHIBITED USE

The following AI applications are prohibited:

- AI systems that generate or disseminate misleading or false information.
- AI-driven decision-making without human oversight.
- AI applications that infringe on privacy, violate laws, or compromise ethical standards.
- Unapproved use of AI tools that could pose security or reputational risks.
- AI-generated content such as images, videos or audio (excluding text-to-speech) is only allowed for internal use.
- Limited Memory AI where there is a possibility that facts about a case (whether a claim or not) will be retained by that AI and used in future interactions of that AI with third parties.

## 7. AI TOOLS - APPROVED VERSIONS ONLY

Employees may **only use organisation-specific information** (including internal data, member information, confidential content, or any reference to internal processes, systems, or documents) when accessing **approved, paid versions** of AI tools that have been vetted and authorised by the organisation's IT/Security team.

Use of **free, public, or non-approved AI tools is strictly prohibited** for any task involving organisation-specific or sensitive information. This includes entering, uploading, or referencing any content that is not already publicly available.

Staff may use free versions of AI tools **only for generic, non-sensitive tasks** (e.g., drafting general content, brainstorming, or generating non-organisational examples) and only when no internal or identifiable information is included.

Failure to comply with this requirement may result in the restriction of AI tool access or other disciplinary action, consistent with organisational policy.

## 8. ALLOWED AND DISALLOWED AI TOOLS

### Allowed AI Tools:

- ChatGPT
- Copilot
- Leap
- Thomson Reuters (CoCounsel)
- Firefly AI

### Disallowed AI Tools:

- Any AI tool not explicitly approved by the Angling Trust SMT

Examples of these are:

- Google Gemini / Google Bard
- Claude
- Whisper
- Midjourney
- Stable Diffusion
- DeepSeek

If there are any AI tools not on the list that you would like to use, please get in touch with the IT department at the Angling Trust

## 9. Free AI solutions vs paid subscription solutions

- You **must not** use any confidential, sensitive or identifiable information in **any** free AI solutions.
- If you require a subscription to an AI solution, please contact the IT Officer, as they manage all subscriptions.

## 10. DATA PROTECTION AND SECURITY

- AI systems must comply with GDPR and other relevant data protection laws.
- Personal and sensitive data must not be used without appropriate legal justification and safeguards, with approval in writing from the DPO.
- Regular security audits and risk assessments must be conducted to prevent AI-related vulnerabilities.

## 11. AI GOVERNANCE AND OVERSIGHT

- AI projects must be reviewed and approved by the relevant SMT member(s).
- Employees must complete AI awareness training before using AI tools.
- Periodic checks may take place to ensure AI compliance with this policy.
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**No AI-generated content can be used (whether directly or indirectly) without a full review and checking the accuracy of any references, especially for any legal work (such as citations).**

## 12. REPORTING AND COMPLIANCE

Employees must report any AI-related concerns, biases, or security risks to the IT Officer, Head of Finance or Practice Manager. Non-compliance with this policy may result in disciplinary action.

## 13. POLICY REVIEW

This policy will be reviewed annually or as needed to adapt to emerging AI trends and regulatory changes.

For any questions or clarifications, please get in touch with the IT Officer, Head of Finance or Practice Manager

## 14. CONTACT DETAILS

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