Artificial Intelligence (AI) Policy

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Lifespace

1 INTRODUCTION

Lifespace Trust is committed to leveraging artificial intelligence (AI) to enhance our services and support for young people. This policy outlines the principles and guidelines for the ethical and responsible use of AI within our organisation.

2 PURPOSE

The purpose of this policy is to ensure that AI technologies are used in a manner that aligns with our values, strategic goals and legal obligations. It respects the rights and privacy of individuals, and promotes transparency, accountability, and fairness.

3 SCOPE

This policy applies to all employees, volunteers, and partners of Lifespace Trust who are involved in the development, deployment, or use of AI technologies.

4 DEFINITIONS

Artificial Intelligence (AI): Systems leveraging machine learning, natural language processing, generative AI, and other computational methods to automate tasks, provide insights, or generate content. Examples: ChatGPT, Bard, and AI-driven analytics platforms.

Sensitive Information: Data classified as confidential or internal use only, including but not limited to:

- personally identifiable information (PII),
- financial records that are not in the public domain,
- reports containing sensitive or privileged information, and
- information belonging to Plenitude's clients that is not in the public domain.

5 PRINCIPLES

5.1 ETHICAL USE

- AI technologies must be used ethically and in accordance with our mission to support young people.
- AI applications should prioritise the well-being, safety, and privacy of individuals.

5.2 TRANSPARENCY

- The use of AI must be transparent. Individuals should be informed when AI is being used and how it impacts them.
- Clear documentation of AI systems, including their purpose, functionality, and decision-making processes, must be maintained.
- It may be appropriate to include following statement: "This report was generated with support from AI tools; content has been reviewed for accuracy and compliance". This will be determined by the CEO

5.3 ACCOUNTABILITY

- Lifespace Trust is accountable for the outcomes of AI systems. Regular audits and assessments will be conducted to ensure compliance with this policy.
- Any issues, ethical concerns, factual inaccuracies or biases identified in AI systems must be addressed promptly.

5.4 PRIVACY AND DATA PROTECTION

- AI systems must comply with data protection regulations, including GDPR.
- Personal data used in AI systems must be anonymised where possible and handled with the highest level of security.
- Lifespace are committed to remaining compliant with intellectual property laws and client confidentiality.

5.5 FAIRNESS AND NON-DISCRIMINATION

- AI systems must be designed and implemented to avoid bias and discrimination.
- Efforts should be made to ensure that AI technologies are inclusive and accessible to all individuals.

6   PERMITTED USE

AI tools may be used for:

- Internal Business Processes: Automating workflows, improving processes, and drafting content.
- Brainstorming and Ideation: Supporting creative efforts.
- Data Analysis: Analysing publicly available or non-sensitive data to uncover insights.

Sensitive Information (as defined above) must not be uploaded to public AI tools, irrespective of ownership.

7   UNAUTHORISED USE

You must not:

- Upload sensitive data to public AI platforms.
- Submit unverified AI-generated outputs to clients.
- Use AI to replace critical human judgment or bypass reviews.
- Access AI tools on client systems.
- Use unauthorised AI tools.
- of ownership.

8   AI NOTE TAKERS

- AI note takers may be used to assist in meetings, workshops, and other events to ensure accurate and efficient documentation.
- The use of AI note takers must be disclosed to all participants, and consent must be obtained.
- AI note takers must comply with privacy and data protection regulations, ensuring that any recorded information is securely stored and anonymised where possible.

9   IMPLEMENTATION

9.1 TRAINING AND AWARENESS

- Employees and volunteers will receive training on the ethical use of AI and this policy.
- Ongoing education and awareness programmes will be conducted to keep staff informed about AI developments and best practices.

9.2 MONITORING AND EVALUATION

- AI systems will be regularly monitored and evaluated to ensure they meet ethical standards and deliver intended outcomes.
- Feedback from users and stakeholders will be collected to improve AI applications.

9.3 INCIDENT MANAGEMENT

- A clear process for reporting and managing incidents related to AI use will be established.
- Any breaches of this policy will be investigated, and appropriate actions will be taken.

10   GOVERNANCE

- Oversight of AI implementation and compliance with this policy will be the responsibility of the Board of Trustees.
- The Board of Trustees will review AI projects, ensure compliance, and address ethical concerns.

11   REVIEW AND UPDATES

- This policy will be reviewed annually to ensure it remains relevant and effective.
- Updates to the policy will be communicated to all stakeholders.

12   CONTACT INFORMATION

For any questions or concerns regarding this policy, please contact admin@lifespace.org.uk

13   RELATED LIFESPACE POLICIES

- Confidentiality Policy
- Data Protection and GDPR Policy
- Equality, Diversity & Inclusion Policy
- Information Technology Policy
- Staff Behaviour "Code of Conduct" Policy

This Policy is communicated to all staff, trustees suppliers and sub-contractors. It will be published on our website and made available to interested parties.

Date of Issue: April 2025	Signed: Lisa Carroll	CEO
	Signed: Mark Beardmore	Trustee (Governance and Compliance Lead)
Date of Next Review: April 2028		
Policy Owner	Chief Executive Officer	