



Artificial Intelligence (AI) Policy

Purpose:

This policy ensures that AI is used by Ringmer Parish Council in a safe, transparent, lawful, and ethical manner, supporting good governance and public trust.

Scope:

Applies to all councillors, employees, volunteers, and contractors who use or authorise AI tools for Council business.

Principles:

- AI supports, but never replaces, human judgement or democratic decision-making.
- AI use must follow transparency, fairness, and accountability principles.
- Personal data must be handled in line with **UK GDPR** and **Data Protection Act 2018**.
- Equality must be maintained under the **Equality Act 2010**.

Acceptable Use:

- Draft or summarise non-confidential content (letters, reports, newsletters).
- Analyse anonymised survey results or public data.
All outputs must be reviewed by a human before publication or decision use.
- Research

Prohibited Use:

- AI must not process personal or confidential data without legal reason and DPIA approval (Appendix A).
- Automated decisions affecting residents or staff are not permitted without human oversight.
- AI must not infringe copyright (**Copyright, Designs and Patents Act 1988**).

Accuracy and Oversight:

- Council staff remain responsible for reviewing AI outputs.

Procurement and Suppliers:

- Only approved AI systems meeting UK data protection and security standards may be procured/used
- Contracts must define data ownership and liability.

Monitoring and Review:

- Report AI-related incidents to Clerk/DPO.
- Policy reviewed periodically or if legislation/guidance changes.

Key Legislation & Guidance:

- **Data Protection Act 2018 / UK GDPR**
- **Freedom of Information Act 2000**
- **Equality Act 2010**
- **Copyright, Designs and Patents Act 1988**
- **Computer Misuse Act 1990**
- **NALC Guidance**

Next review due:	Nov 2029
Policy adopted at Full Council Meeting:	11 th November 2025

Appendix A

Data Protection Impact Assessment (DPIA) Template

Project / AI Tool Details

- Project Name: _____
- AI Tool / System: _____
- Purpose of AI Use: _____
- Date DPIA Completed: _____
- Responsible Officer / Contact: _____

Personal Data

- Types of data: _____
- Data sources: _____
- Processing purpose: _____
- Storage location: _____

Necessity & Proportionality

- Why AI is needed: _____
- Can anonymised data be used instead? ☐ Yes ☐ No

Risk Assessment

Risk	Likelihood	Impact	Mitigation	Residual Risk
Inaccurate output	☐ Low ☐ Med ☐ High	☐ Low ☐ Med ☐ High	Human review required	☐ Low ☐ Med ☐ High
Unauthorised access	☐ Low ☐ Med ☐ High	☐ Low ☐ Med ☐ High	Access control & encryption	☐ Low ☐ Med ☐ High
Bias / discrimination	☐ Low ☐ Med ☐ High	☐ Low ☐ Med ☐ High	Staff training & audits	☐ Low ☐ Med ☐ High
Data breach	☐ Low ☐ Med ☐ High	☐ Low ☐ Med ☐ High	ISO27001 / Cyber Essentials	☐ Low ☐ Med ☐ High

Consultation

- Reviewed by Clerk/DPO: ☐ Yes ☐ No
- Staff trained: ☐ Yes ☐ No

- Public consultation required: ☐ Yes ☐ No

Measures to Protect Data

- ☐ Anonymise where possible
- ☐ Encrypt storage & transmission
- ☐ Restrict access to authorised users
- ☐ Document outputs & approvals

Compliance

- UK GDPR / Data Protection Act 2018
- Freedom of Information Act 2000
- Equality Act 2010
- Copyright, Designs and Patents Act 1988

Decision & Authorisation

- DPIA Reviewer / DPO: _____
- Date Approved: _____
- Outcome: ☐ Proceed ☐ Modify ☐ Do not proceed