

DUNSTABLE TOWN COUNCIL

AI USE POLICY

1. What is AI?

Artificial Intelligence (AI) means computer systems that can do tasks that usually need human thinking—like writing, summarising, answering questions, or spotting patterns in data. AI can help staff work more efficiently, but it must be used responsibly.

2. Why We Use AI

We want staff to use AI to:

- Save time
- Improve services
- Support decision-making

But AI must be used safely, fairly, and with care—especially when handling sensitive information.

3. Who This Policy Is For

This policy applies to all Council staff, contractors, and volunteers who use AI tools in their work.

4. Key Rules for Using AI

Use AI to Help, Not Replace

- AI should support your work—not make decisions on its own.
- Always check and edit AI-generated content before using it.

Be Open

- If AI helped create something (like a report or post), say so when appropriate.

Keep Data Safe

- Only staff with a Microsoft Copilot licence may use AI with personal, confidential, or sensitive information—and even then, only with caution and care.
- Never enter private data into AI tools unless approved and secure.
- Only use AI tools that meet the Council's Cyber Essentials standards.

Date Adopted: 17 November 2025

Last Reviewed: N/A

Minute: FGP, 273/25

Use Fairly

- Don't use AI in ways that could be unfair or biased.
- Be alert to mistakes—AI can get things wrong.

Think About the Environment

- AI uses energy. Avoid unnecessary or repeated queries.
- Use lightweight AI tools when possible. These are simple tools that do one job well without using lots of computing power.

Examples of lightweight tools:

- Grammarly – writing help
- Otter.ai – meeting transcripts
- Perplexity – quick factual answers
- Elicit – research summaries

5. Approved AI Tools

The Council supports the use of:

- Microsoft Copilot – secure and meets Cyber Essentials
- ChatGPT – for information that is not confidential or personal
- Other tools may be allowed but must be approved by the Head of Corporate Services or Town Clerk and Chief Executive

Tools with strong sustainability commitment:

- Microsoft Copilot – aims for 100% carbon-free electricity by 2030
- Free or low-cost tools may be used only if they meet security and data protection standards.

6. Training and Support

- The Council will offer training and guidance.
- Staff are encouraged to share tips and good practice.

7. Keeping This Policy Up to Date

AI is changing fast. The Council will regularly review this policy and update the list of approved tools.

8. If Things Go Wrong

Misusing AI may lead to disciplinary action.

If you're unsure or concerned, speak to your manager or the Head of Corporate Services.

Co-Pilot was used to help draft and grammar check this document

Date Adopted: 17 November 2025

Last Reviewed: N/A

Minute: FGP, 273/25