

AI Usage Policy of [REDACTED]

Effective from: [REDACTED]

Responsible for AI questions: [REDACTED]

Template by Almorì, as of 14 October 2026. No warranty, not legal advice. Fill in the fields (lines and boxes) directly in your PDF reader or by hand on a printout, adapt the examples and have the policy reviewed by a qualified person before introducing it.

1. Purpose

This policy governs how employees of [REDACTED] use AI services such as chat assistants, text generators, translation and transcription services at work. We want to use the benefits while protecting customer data, personal data and trade secrets.

2. Scope

This policy applies to all employees, apprentices and interns and to external people working on behalf of [REDACTED]. It applies on company devices and on private devices as soon as they are used for work.

3. Approved AI tools

Only the following AI services may be used for work, and only with the company account:

Approved AI tools: service, account type, purpose

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Other services must be requested from [REDACTED] beforehand. Private accounts of AI services must not be used for company data.

4. Data that never belongs in AI tools

The following data is not typed, pasted or uploaded into AI services, not even approved ones, unless the responsible person has allowed it in writing for a specific service:

- Personal data of customers and employees (names with address, phone number, email address, date of birth)
- Social security numbers, ID numbers and other official identifiers
- Bank details (IBAN), credit card numbers and salary information
- Passwords, credentials, API keys and certificates
- Health data and other sensitive personal data
- Contracts, quotes, prices, internal figures and trade secrets
- Data covered by professional or banking secrecy

Additional prohibited data in our company:

Additional prohibited data

If in doubt, leave the data out or replace it with placeholders (e.g. "Customer A", "Amount X") or ask .

5. Handling results

- AI results can be wrong, outdated or made up. Facts, figures and sources are checked before use.
- Whoever uses a result is responsible for it. Texts that go to external parties are read by a person first.
- Decisions about people (e.g. job applications) are never made by an AI alone.
- Third-party texts, images and logos are only used when the rights are clear.

6. Training

Everyone who uses AI services is trained: how AI works and its limits, data protection and this policy. Attendance is recorded.

Training: format, duration, frequency, next date

7. Technical aids

may use tools that warn before sensitive data is sent to AI services, for example a browser extension that checks input locally. Such tools catch mistakes but do not replace this policy.

8. Reporting incidents

Anyone who has accidentally entered prohibited data into an AI service reports it immediately to . Reporting quickly limits the damage and is not punished. The company checks whether authorities or affected persons must be notified.

9. Violations and review

Violations of this policy may have employment consequences. The policy is reviewed at least once a year. Next review:

Acknowledgement

I have read the AI usage policy and will comply with it.

Name: **Date:**

Signature: _____