# [A black letter on a white background AI-generated content may be incorrect.](http://www.vemo.co.nz/)

# AI Policy Template for New Zealand Businesses

**Company Name:** [Insert Company Name]  
**Date of Issue:** [Insert Date]  
**Version:** [Insert Version]

## Introduction

At [Company Name], we leverage Artificial Intelligence (AI) responsibly and ethically to enhance productivity, decision-making, and innovation. This policy ensures compliance with New Zealand laws, particularly the Privacy Act 2020, and outlines best practices for the secure and ethical use of AI technologies.

## Scope

This policy applies to all employees, contractors, consultants, and other personnel who utilise AI tools and systems within [Company Name].

## Definitions

* **AI Tools:** Technologies utilising artificial intelligence, including machine learning, automation software, and predictive analytics.
* **Personal Data:** Any data related to identifiable individuals as defined by the NZ Privacy Act 2020.

## Principles for AI Use

### Transparency

Clearly communicate AI tools' roles, functionality, and limitations to employees and stakeholders.

### Privacy and Security

Safeguard personal and sensitive data, adhering strictly to the NZ Privacy Act 2020.

### Accountability

Clearly define responsibilities related to the use, oversight, and management of AI technologies.

### Ethical Use

Ensure fairness, avoid bias, and uphold ethical standards in all AI implementations.

### Human Oversight

Maintain human oversight in AI-related decision-making to ensure accuracy, fairness, and transparency.

## Permitted Uses of AI

AI tools may be employed to:

* Streamline operational efficiencies and routine administrative tasks.
* Enhance customer service and client engagement.
* Support informed decision-making through accurate data analysis.
* Automate repetitive processes to allow staff to focus on strategic tasks.

## Prohibited Uses of AI

AI tools must not be used to:

* Breach individual privacy or data protection regulations.
* Conduct discriminatory practices or propagate biases.
* Generate or share misleading, inappropriate, or unethical content.
* Make critical decisions without adequate human review or oversight.

## Data Management and Protection

* Comply with all aspects of the NZ Privacy Act 2020 when managing data.
* Conduct Data Protection Impact Assessments (DPIA) for AI tools managing personal data.
* Ensure transparency about data collection, purpose, and storage.

## Risk Assessment and Management

* Perform regular audits and risk evaluations of all AI systems.
* Implement contingency plans for managing AI-related incidents.
* Adopt robust security measures to protect against data breaches and unauthorised access.

## Training and Awareness

* Provide ongoing training to staff on the responsible use of AI.
* Keep resources and training materials accessible for ongoing reference.

## Compliance

* Regularly monitor adherence to this policy.
* Non-compliance may result in disciplinary actions, including potential termination.

## Policy Review

* Regularly review and update this policy annually or whenever significant technological, legislative, or operational changes occur.

## Practical Implementation

### Responsibilities

* Appoint an AI Compliance Officer to oversee policy adherence and compliance.
* Clearly communicate this role to all employees.

### Implementation Steps

* Integrate this policy into the onboarding process.
* Provide regular refreshers via team meetings or workshops.

### Ongoing Monitoring

* Establish and promote clear reporting channels for AI-related incidents.
* Periodically review incidents and adjust practices accordingly.

### Continuous Improvement

* Encourage regular employee feedback to enhance policy clarity and effectiveness.
* Update and revise the policy proactively in response to industry developments and regulatory changes.

By following this policy, [Company Name] ensures responsible AI usage that protects our people, clients, and community.

## Purpose

This policy outlines the responsible, secure, and ethical use of Artificial Intelligence (AI) tools within [Company Name]. It ensures compliance with New Zealand privacy laws, data protection regulations, and aligns with best practices for ethical AI usage.

## Scope

This policy applies to all employees, contractors, and third parties using AI technologies or services provided or managed by [Company Name].

## Definitions

* **AI Tools:** Software or services leveraging artificial intelligence, machine learning, automation, or related technologies.
* **Data Privacy:** Compliance with the New Zealand Privacy Act 2020 and other relevant regulations.

## “Most NZ leaders think their staff are cyber-ready. The staff disagree — and they’re probably right.”

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