
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.

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