



## **Presidential Policy**

**Adopted: 14 February 2025**

### **Network Policy on Artificial Intelligence**

#### **Introduction**

Artificial intelligence (AI) is a fast-evolving technology with tremendous opportunities. At AFS International we are starting to explore how AI applications could support AFS operations and mission. Some AFS Network organizations are also exploring this area. However, some of its uses pose specific significant risks that may be reflected in various national and international rules designed to protect people's rights like privacy, ensure safety and attribute liability.

The type of AI we see currently emerging is Generative AI. Gen AI, as it can be called, is a type of artificial intelligence that can create new content, such as text, images, audio, and video. It works by learning patterns from existing data and then using this knowledge to generate new outputs that are similar in style and content. Generative AI tools can be used for a variety of purposes, including content creation, data augmentation, and research.

Principles and rules for ensuring trustworthy AI are being reflected in a large variety of laws that will keep evolving in the coming years so the provisions and guidelines of this policy will need to be updated on a regular basis and read in conjunction with any applicable laws. The new EU Artificial Intelligence Act is currently one of the main pieces of legislation in this area, where AI systems are explicitly regulated. Also, many companies are adopting their own internal guidelines or policies on appropriate and ethical use of AI. At the time this document was written, the OECD [counted](#) 700 AI policy initiatives in 60+ countries.

Below are some key principles that all AFS staff and volunteers should keep in mind when using AI in connection with their work or volunteering at AFS.

#### **1. Protect Privacy, Confidentiality and Proprietary Information.**

Do not refer to or enter into Chat GPT or any other AI chatbots or language models any personal data, any confidential information or any AFS proprietary or trade secret information unless for specific sub-sets of such type of data as authorized by AFS International for specific tools that ensure appropriate levels of security (typically tools available for a service fee). In all

cases, please take proper steps to “opt-out” from the AI tool’s collection and further use of any information you upload when possible.

**Personal Data:** as defined in the AFS Network Policy on Data Protection, is any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, etc.

**Confidential Information:** This includes any information that is not publicly known and is not intended to be shared outside the organization, such as business strategies, financial data, and internal communications.

**AFS Proprietary Information:** This includes any information that is owned by AFS and is not publicly known, such as intellectual property, trade secrets, internal processes, and confidential business information.

In all cases, please take proper steps to “opt-out” from the AI tool’s collection and further use of any information you upload when possible.

## **2. Be mindful of Copyright and other Intellectual Property issues**

### **Intellectual Property Rights**

Respect and protect intellectual property rights, both internally and externally. Unauthorized use of copyrighted material or creation of content that infringes on the intellectual property of others is strictly prohibited.

### **Responsible AI Usage**

Ensure that the generated content produced using generative AI aligns with AFS’s values, ethics, and quality standards.

### **AI for Content Creation**

Generative AI tools can be used for content creation, such as drafting documents, creating presentations, and generating marketing materials. However, it is important to ensure that the AI tools are not provided with content that contains Personal Data, Confidential Information, or AFS Proprietary Information (collectively referred to in this policy as “AFS Sensitive Data”).

If you wish to use generative AI tools with AFS Sensitive Data, you should first discuss it with your Data Protection Responsible in your local office and then can contact [privacy@afs.org](mailto:privacy@afs.org) to assess your intended use and the data involved and, if appropriate, to obtain access to the premium version of Gemini connected with AFS’ Google Workspace (at a cost).

### **Output**

It is key to thoroughly review generated content, and it must not be used if it is inaccurate, misleading, harmful, offensive, or discriminatory.

Be mindful that you may now own the output of Chat GPT or any other Generative AI chatbots or language models.

Chat GPT Terms state that the user is assigned all its right, title and interest in and to the chat output. This would mean that users can use the generated content for any purposes. There is a risk, however, that the same content be generated for other users who ask the same or similar questions. Also, one would have to ensure that the AI is actually creating new original content to be able to get copyright. So be mindful that the question of who owns the written content generated by AI tools like Chat GPT is not entirely solved.

### 3. Review for inaccuracies

Be mindful that content produced by AI may be, and often is, **inaccurate** so if you need reliable content always review and double-check it using other reliable sources as needed.

### 4. AI ethical issues

Be mindful that AI content may be **biased** as it may be the set of data used to train AI tools.

If you want to learn more about AI ethical issues, in November 2021 UNESCO produced the first-ever global standard on AI ethics – the “[Recommendation on the Ethics of Artificial Intelligence](#)”.

### 5. Security & Use

- Training: only persons who have undergone adequate AI training can use AI systems for AFS purposes.
- Preferred Generative AI Tool: the preferred generative AI tool for the AFS Network is Google Gemini. It offers strong security measures and integrates well with our existing Google Workspace. We encourage its use for AI-related tasks.
- Using AFS information with Gemini: If you need to use Gemini with AFS Sensitive Data please assess this first with your Data Protection Responsible in your office and then contact [privacy@afs.org](mailto:privacy@afs.org) to request access to the premium version of Gemini. This version provides enhanced security and privacy features.
- Data Security:
  - Always be aware of the security risks involved in using AI tools.

- Never input Sensitive Data (e.g., financial data, personal health information) into any AI tool, including Gemini, unless explicitly authorized by the Data Protection team.
  - Follow organizational guidelines on data security and privacy when using AI tools.
- Authorized AI Tools:
  - Use only authorized AI tools that have been approved by the IT department and the Data Protection team of AFS International.
  - If you wish to use an AI tool that is not on the authorized list, after review with the Data Protection Responsible in your office, please submit a request to the Data Protection department for review.
- Appropriate Use of AI Tools:
  - Use AI tools responsibly and ethically.
  - Ensure that the use of AI tools aligns with AFS's values, mission, and code of conduct.
  - Be mindful of the potential biases present in AI-generated content.
- Unauthorized AI Tools:
  - The use of unauthorized AI tools that require access to AFS Sensitive Data is strictly prohibited.
- Questions or Concerns:
  - If you have any questions or concerns about the use of AI tools, please contact the IT department and Data Protection team at [privacy@afs.org](mailto:privacy@afs.org).

By following these guidelines, you can help ensure the safe and responsible use of AI tools within our organization.