

Hello,

You are receiving this email because you are a member of our Data Protection Responsible group and/or the Information Technology Responsible group.

This week, [we posted an updated version of our Network wide AI Policy](#). It has different goals, but the main focus is to foster creativity and productivity, while safeguarding the data of our stakeholders and our intellectual property. As with any new technologies that are trending, the use of AI varies a lot by country and industry. Its presence in the media also pushes individuals to explore more and take some unrecognized risks, so it's important to talk about limits and opportunities for such use.

We received some questions after we published this [announcement](#), so we prepared a few answers for some of the questions. We added them [here](#), but also below:

## AI Policy FAQs

### General Questions:

- **What is the purpose of this AI Policy?** This policy aims to guide the ethical and responsible use of Artificial Intelligence (AI) within the AFS Network, addressing both the opportunities and risks associated with this rapidly evolving technology, particularly Generative AI.
- **What is Generative AI?** Generative AI is a type of AI that can create new content, such as text, images, audio, and video, by learning patterns from existing data.
- **Why is this policy necessary?** AI, while offering great potential, also presents risks related to data privacy, intellectual property, accuracy, bias, and ethical considerations. This policy establishes clear guidelines to mitigate these risks.
- **Who does this policy apply to?** This policy applies to all AFS staff and volunteers when using AI in connection with their AFS duties.
- **How often will this policy be updated?** Given the rapidly evolving nature of AI and related regulations, this policy will be updated regularly.

### Data Protection:

- **What is considered "AFS Sensitive Data"?** AFS Sensitive Data as used in the policy includes Personal Data (as defined in the AFS Network Policy on Data Protection), Confidential Information (non-public information intended only for internal use), and AFS Proprietary Information (AFS-owned, non-public information like intellectual property and trade secrets).
- **Can I use AI tools with AFS Sensitive Data?** Generally, no. You should *not* enter AFS Sensitive Data into AI tools unless specifically authorized.
- **How can I use AI with AFS Sensitive Data if needed?** You must first discuss your intended use with your local office's Data Protection Responsible assess risks and mitigating tools (e.g. can you anonymize the data in the case of Personal Data?) and then contact [privacy@afs.org](mailto:privacy@afs.org) to assess the data involved. If appropriate, and at a cost, you may be granted access to the premium version of Gemini connected with AFS' Google Workspace.
- **What does "opt-out" mean in the context of AI tools?** "Opt-out" refers to the process of preventing an AI tool from collecting and further using the information

you upload. You should take advantage of this option whenever available.

### Intellectual Property:

- **What are the rules regarding intellectual property and AI?** You must respect and protect intellectual property rights, both internally and externally. Unauthorized use of copyrighted material or creation of content that infringes on others' intellectual property is strictly prohibited.
- **Who owns the content generated by AI tools?** The legal landscape around AI-generated content ownership is still evolving. While some platforms' terms may assign rights to the user, the originality and copyright of such content may be subject to question. Be mindful of this and review generated output carefully.

### Responsible AI Usage:

- **What are the guidelines for responsible AI usage?** AI-generated content must align with AFS's values, ethics, and quality standards. You must thoroughly review generated content for accuracy, bias, and appropriateness before use. Do not use inaccurate, misleading, harmful, offensive, or discriminatory content.
- **What should I do if I find inaccuracies in AI-generated content?** AI-generated content can be inaccurate. Always review and double-check information from AI tools with other reliable sources as needed.
- **What about bias in AI-generated content?** Be mindful that AI content can be biased based on the data used to train the AI.

### Security and Use:

- **Do I need training to use AI for AFS purposes?** Yes, as indicated in the AFS Policy on AI and in the European Union Act on AI, adequate AI training is required for those using AI systems for AFS purposes.
- **Which AI tool is preferred by AFS?** Google Gemini is the preferred generative AI tool.
- **What if I want to use a different AI tool?** You must assess the adequacy and safety of such a tool and the intended use with the Data Protection Responsible in your office and if the outcome of the internal review is to move forward, you can then submit a request to INT for review and approval before using any AI tool not on the authorized list.
- **What should I do if I have questions or concerns about using AI?** Contact the IT department and Data Protection team at [privacy@afs.org](mailto:privacy@afs.org).

### Safe AI Tools:

- **What AI tools are safe to use?** The level of safety of an AI tool depends on many factors, including the type of data inputted and the intended uses of the outputs. AFS prefers the use of Google Gemini due to its robust security measures and integration with our Google Workspace.

- **How do I get the advanced Gemini chatbot access?** It is a premium version and costs 24 USD/per user/month, same as most paid AI chat tools. Send us a request at our helpdesk system [afs.org/help](https://afs.org/help) or email [pedro.junqueira@afs.org](mailto:pedro.junqueira@afs.org) to get more details about it.
- **What about other Large Language Models (LLMs) like ChatGPT?** If you use ChatGPT or other LLMs, you *must* ensure that you *never* input any personal data, confidential information, or AFS proprietary information. These platforms may have data-sharing policies that could compromise the security of sensitive information.
- **Should I use DeepSeek?** Not now. Due to publicly reported security vulnerabilities in its code, DeepSeek should *never* be used for any AFS-related activities despite its potential. The risks to data security are too significant for now.