Laleston Community Council

Artificial Intelligence Policy (AI)

(This policy has been created in accordance with One Voice Wales guidance)

1. INTRODUCTION

Laleston Community Council recognise that the use of artificial intelligence (Al) is on the increase and has been harnessed by some organisations to save time and resources and enhance the user experience. Artificial intelligence refers to computer systems that can think or act in a more human way, taking information from their surroundings to perform tasks that usually require human intelligence.

Freely available Al platforms are rapidly multiplying and this policy applies to all forms of Al, including Al Assistants & Chatbots (e.g. ChatGPT, Claude, Gemini, DeepSeek, Grok, Zapier Agents), Video Generation & Editing (e.g. Synthesia, Runway, Filmora, OpusClip, Descript), Image Generation (e.g. Midjourney, DALL·E 3, Canva Magic Studio, Looka, Pixlr), Writing & Content Creation (e.g. Rytr, Sudowrite, Jasper, Anyword, Writer, Grammarly, Wordtune, ProWritingAid, SEO Al, Copy.ai) Coding & Development (e.g. GitHub Copilot, Cursor, Codeium, Amazon CodeWhisperer, CodyAI, Cursor, Qodo) Notetaking & Meeting Assistants (e.g.Fathom, Nyota, Fireflies, Avoma, tl;dv), Search Engines (e.g. Perplexity, ChatGPT search, Google Al Overviews, Arc Search)

ChatGPT is an example of an Al chatbot that can provide answers to questions a user asks it. It can create content formatted in accordance with specific instructions. Although there are multiple benefits to using ChatGPT, it can be problematic when used in the workplace. Therefore, set out below are the Council's rules on the use of ChatGPT and other Al platforms, both as part of your role and in your own time, in order to protect the Council's interests.

2. RISKS ASSOCIATED WITH THE USE OF CHATGPT AND Al

By the admission of its own creators (OpenAI), ChatGPT has its limits. For example, it can:

- give an incorrect answer to the question asked;

- give inconsistent answers when asked the same question more than once;
- provide outdated information;
- provide information that is biased or discriminatory;
- create a security or .data protection risk when confidential information is input;

In addition, AI can engineer a false view of someone's capabilities when are permitted to use AI to carry out your tasks. However, you must be aware of the risks as set out above. You remain entirely responsible for the quality and accuracy of your work.

Failure to maintain the required quality and accuracy of your work may result in the initiation of disciplinary or capability procedures.

Whether during your work activity or in your own time, you must not input any information into AI platform that:

- identifies the Council either directly or indirectly
- is reasonably considered to be confidential or sensitive Council information including any content that you have created as part of your work.

This is because AI learns from the information that is inputted and can provide information to subsequent users based on the information it receives.

3. CONFIDENTIAL OR SENSITIVE INFORMATION

Where referred to above, "confidential or sensitive information relating to the Council includes, but is not limited to:

- Information about employees
- Information about customers/clients/suppliers/service users
- Financial information
- Internal policies and procedures
- Software code

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4. CONFIDENTIAL OR SENSITIVE INFORMATION RELATING TO LCC

Where referred to above, "confidential or sensitive information relating to the Council" includes, but is not limited to:

* Information about employees
* Information about customers/clients/suppliers/service users
* Financial information
* Internal policies and procedures