



Landulph Parish Council Use of AI Policy

This policy sets out how Landulph Parish Council expects staff and councillors to use artificial intelligence (AI) tools safely, responsibly, and in line with our legal obligations. It applies to all AI tools used for any council purpose. This includes, but is not limited to:

- Generative AI tools that produce text, summaries, or images (e.g. ChatGPT, Claude, Google Gemini, Microsoft Copilot, Zoho Writer)
- AI assistance built into tools such as email and meeting software
- Conversational AI tools such as chatbots and virtual assistants
- Browser-based AI search tools
- Transcription and voice tools that convert speech to text
- Automated decision-making or analytical tools
- Facial recognition, smart devices and monitoring tools
- Any other AI tool that may become available in the future

Who This Policy Applies To

- The Clerk and all council staff
- All elected Councillors when using AI for council business
- Any volunteers or contractors working on behalf of the council

What You Can Use AI For

AI tools may be used to help with:

- Drafting letters, notices, newsletters, reports, and press releases for human review before use
- Summarising publicly available documents and reports
- Drafting policy templates as a starting point for the Clerk to adapt
- Preparing speaking notes, ward communications, or briefing documents
- Generating ideas, survey questions, or planning checklists
- Social media post drafts, subject to review and approval before publishing
- Analysing trends in local feedback or surveys but make sure there is no personal data;
- Supporting accessibility for example, simplifying documents into plain English, translation, or speech-to-text tools

BUT be careful that search terms or prompts used in AI tools do not include personal, confidential or sensitive data and turn off data training whenever possible.

Important: All AI-generated content must be reviewed and approved by a responsible person before it is used, sent, or published. AI gives you a first draft, not a finished product. This is called the Human-in-the-Loop principle.

What You Must Never Do

- Enter the name, address, contact details, or any personal data of residents, staff, or councillors into any public AI tool
- Paste confidential meeting notes, legal advice, HR records, or financial information into AI tools
- Use AI to write council minutes from scratch. Minutes are a legal record and must reflect the Clerk's own verified notes
- Use AI to make or record any legal, financial, HR, or planning decision
- Publish any AI-generated content without human review and approval
- Reply to formal complaints or legal notices using AI output without review
- Use AI to generate content that infringes copyright or contains third-party proprietary content

GDPR and Data Protection

The council's GDPR obligations apply fully to the use of AI tools.

- Treat public AI tools as a public forum. Never enter anything you would not want to be made public
- Never enter personal data into ChatGPT, Claude, Gemini, or any other public AI tool
- Many AI tools store conversation history and may use your inputs to train future versions. Where possible, disable conversation history or opt out of data sharing in the tool's settings. Ask the Clerk if you are unsure how to do this
- Any suspected data breach involving AI must be reported to the Clerk immediately

Always Check AI Output

AI tools can produce content that sounds confident but contains errors, outdated information, or inaccurate facts. This is sometimes called hallucination.

Before using any AI-generated content, you must:

- Read it carefully and check all facts, figures, and dates
- Review AI-assisted text for fairness, accessibility and unintended bias
- Ensure the tone reflects the council's style and values
- Take personal responsibility for the final version

Transparency

Be open about AI use when it is relevant. If AI helped draft a report or communication, say so when appropriate. Do not misrepresent AI-generated content as entirely your own work.

Responsibilities

The Clerk

- Is responsible for the day-to-day implementation of this policy
- Is the first point of contact for any questions about AI use
- Must report any concerns about AI misuse to the council

All Staff and Councillors

- Must read and follow this policy
- Must report any suspected data breach or misuse of AI to the Clerk immediately

Policy Review

This policy will be reviewed annually or sooner if significant changes to AI tools or UK legislation occur. NALC, SLCC, and ICO guidance will be monitored for updates.

Adopted by Landulph Parish Council Date: 20 July 2026 Version 1.1