

AI-Use Policy: A One-Page Template for NGOs

A starting point you can adapt in an afternoon, not a legal project

How to use this

This is a template, not a finished policy. Fill in the bracketed parts, delete what does not apply, and keep it to one page. A short policy people actually read beats a long one nobody opens. Have someone with data-protection responsibility review it before it goes live, but do not wait for perfect to start.

1. Scope

This policy covers the use of AI tools (such as [list the tools your organization uses]) by [staff / volunteers / partners] at [organization]. It applies to any work involving [beneficiary data / programme data / internal documents].

2. What data may and may not go in

- **Never enter** personal or identifying data about the people we serve, staff, or partners into public AI tools. This includes names, locations, contact details, and health, biometric, or protection information.
- **You may use** anonymized or aggregated data, published material, and internal drafts that contain no sensitive information.
- When in doubt, leave it out and ask [role].

3. Where AI may and may not be used

- **AI may support** drafting, summarizing, translating, and analyzing non-sensitive data.
- **AI may not make**, on its own, any decision affecting a person's access to assistance, safety, or rights. A named person always decides.

4. Accountability

- [Role] is responsible for this policy and for approving new AI tools.
- Every person using AI is responsible for reviewing its output and for the final result.

5. Review

This policy will be reviewed by [date / frequency], or sooner if the tools or the risks change.

Remember

A policy is a floor, not a ceiling. Its job is to protect the people you serve and to give your team clear, confident permission to use these tools well. Keep it short, keep it current, and keep the judgment with people.

Need help adapting this for your organization? Connect with Impact Node.

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