Simple AI Policy for [Church Name]

1. Purpose and Scope This policy explains how we use artificial intelligence at [Church Name], a not-for-profit charity with 8 staff members and 20 volunteers. It covers how we credit AI, protect intellectual property (IP), and handle privacy to use AI responsibly.

2. AI Attribution

- Any content or advice created using AI must say so when shared within the church.
- Staff and volunteers should clearly show if content is made by AI or people.
- When AI is used for decisions or public content, add a note like "Made with help from [Name of AI tool]."

3. Intellectual Property (IP)

- Anything made using AI for [Church Name] belongs to [Church Name], following the terms of the AI tool's agreement.
- Staff and volunteers must make sure that using AI does not break copyright laws. Get permission if AI-generated content uses other people's work.
- All AI-created content should be checked to make sure it matches [Church Name]'s values before sharing.

4. Privacy and Data Protection

- AI tools must be used in line with Australia's Privacy Act 1988 and related laws.
- Personal information used with AI must follow [Church Name]'s privacy rules and should not be shared without consent.
- Data entered into AI tools should be anonymous unless the person agrees to share their details.
- Staff and volunteers must check that any AI tool has good security to protect data.

5. Responsibilities

- Staff and volunteers must know and follow this policy when using AI.
- Training on using AI, handling data, and ethics will be provided regularly.
- The leadership team at [Church Name] will update this policy when needed as technology and laws change.

6. Breaches and Enforcement

- Not following this policy could lead to actions like losing access to AI tools or other steps as decided by [Church Name].

7. Risk Register for Board of Directors To support informed decision-making and risk management, [Church Name] will maintain a risk register specifically for AI use. This register will:

- Identify potential risks associated with the use of AI (e.g., data security breaches, IP violations, ethical concerns).
- Assess the likelihood and impact of each risk.
- Outline mitigation strategies and responsible parties.
- Be reviewed and updated regularly by the leadership team.
- Be accessible to the board of directors for oversight and strategic planning.

AI Risk Register Template

Risk Description	Likelihood (Low/Medium/High)	Impact (Low/Medium/High)	Mitigation Strategy	Responsible Party
Data security breach	High	High	Use encrypted tools and limit data access	IT Team
IP violations	Medium	High	Verify content sources and obtain permissions	Legal Team
Ethical concerns	Medium	Medium	Regular ethical reviews and staff training	Ethics Committee
Privacy breaches	Low	High	Ensure anonymization and secure data handling	Compliance Officer

8. Review

- This policy will be checked every year or when there are changes in laws or AI technology.

Approved by [Church Name] Leadership Team on [Date]

Email for Church Staff

Subject: Important: Introduction of Our New AI Policy

Dear [Staff Name],

We are committed to ensuring that [Church Name] continues to uphold the highest standards in our work, including our use of new technologies. As part of this commitment, we are introducing a new AI policy to guide how we use artificial intelligence responsibly and effectively.

This policy will help us:

- Attribute content accurately when AI tools are used.
- Protect intellectual property (IP) created with the help of AI.
- Safeguard privacy in line with Australian laws.

The AI policy provides clear guidelines to support our mission and values while embracing technological advancements. Please take a moment to review the policy here: [Link to Policy].

We appreciate your cooperation in following these guidelines to ensure our practices align with our values and obligations.

Best regards,
[Your Name]
[Your Position]
[Church Name]

Email for Volunteers

Subject: New AI Policy at [Church Name]

Dear [Volunteer Name],

As technology continues to evolve, we at [Church Name] are dedicated to using it in a way that supports our mission and maintains our values. To that end, we are introducing a new AI policy that outlines how we responsibly use artificial intelligence.

This policy will ensure that we:

- Clearly indicate when AI tools are used in our content and work.
- Protect the intellectual property created with AI.
- Maintain the privacy and security of any data involved.

We encourage you to read through the policy so you understand these new guidelines. You can find the policy here: [Link to Policy].

Thank you for your commitment and dedication as we navigate these changes together.

Blessings,
[Your Name]
[Your Position]
[Church Name]