

HIWCF

LOCAL GIVING FOR LOCAL NEEDS

Policy name	Artificial Intelligence (AI) policy
Last date reviewed	May 2026
Review frequency	Annually
Next due for review	May 2027
Owner	CEO
Written by	CEO
Approved by	Finance & Investment Committee

Purpose: this policy outlines HIWCF's approach to using Artificial Intelligence (AI) in its work.

Context

"Machine learning" has been in common use since the 1970s and although recent focus has been placed on software such as ChatGPT, many popular services we may not think of as AI already use it in some form. This includes the algorithms behind streaming services, traffic prediction data in navigation apps and email spam filters, as well as the voice assistants in at home devices.

Bringing artificial intelligence (AI) into the workplace poses risks and opportunities we need to address to ensure ethical, legal, and operational integrity.

Use of the Policy

This policy applies to all trustees, staff and any volunteers or contractors (such as external assessors).

Definition

For the purposes of this policy we define Artificial Intelligence (AI) as the ability of machines or software to perform tasks that would otherwise require human intelligence. Generative AI is AI that generates original content.

Use of AI

Use of AI by HIWCF will have appropriate human oversight, with humans being responsible for making all final decisions on how to use outputs created by AI. We will continually monitor AI systems' performance and impact.

Trustees will be advised on any concerns about AI use and will review this policy and our use of AI annually to keep up with evolving AI technologies and ethical standards.

We will

- Consider and test the use of AI to assess where it can help make our work flows more efficient or effective
- Ensure we have checked any information generated through AI for accuracy
- Be highly alert to the potential of AI to provide analyses which are affected by the prejudices of the wider world
- Take reasonable steps to satisfy ourselves that any use of AI generated content does not infringe any copyright or plagiarise any work

We will not

- Use AI to determine legal or other specialist matters (that would normally require qualified or regulated advice)
- Use AI without human oversight or allow it to “make a decision” on our behalf
- Knowingly process personal data using AI by anonymising personal data, and ensuring sensitive data is not provided to AI
- Use AI to generate images to represent our communities
- Knowingly allow AI access to HIWCF proprietary content

Data protection & privacy

We are aware of the ICO guidance on AI. We will not knowingly process personal data using AI. When using external suppliers to process personal data, we will ensure we are aware of their AI policy, and will not use their services if we are not satisfied with their approach to use of AI.

Ethics

We will take reasonable steps to avoid any exclusion or detriment to any and all of our communities. All reasonable efforts will be made to identify any bias within an AI system we use, and will do all we can to ensure that any AI we use learns to eradicate any bias. We will remain alert to potential bias and won't use content generated by AI that we believe to be biased or unfounded in its conclusions.

We will ensure all content and / or analysis produced by AI is moderated by humans, and humans will hold ultimate accountability for content and / or analysis generated through AI.

Transparency

If a process is public facing and includes a significant amount of processing by AI, we will ensure the target audiences are aware that AI is involved – this is particularly important if we utilise AI in grant making processes. Our AI policy will be publicly available.

Grant applications

We recognise that some community groups may use AI to aid them in completing funding bids. Whether we become aware of this or not, we will not disadvantage any group because they have used AI, and we will judge the fundraising application on its merits and in the same way as any other relevant grant application.

Using AI during meetings

At present, AI tools should not be used for recording zoom or other types of meeting, as this may create a data security risk. External attendees will be asked not to use AI tools in meetings hosted by HIWCF. This does not preclude staff from using AI tools for creating minutes etc from those meetings.

Environmental considerations

We are aware of the environmental impact of AI due to its very high energy consumption. We will take this into account when considering our environmental impact and seek to make use of any emerging technologies that will help to minimise or mitigate this.

Legal compliance

We will always take all reasonable steps to identify the copyright of material suggested by AI. For any such material we use, we will take reasonable steps to ensure we have their copyright agreement, or that it falls within 'fair use', or other exception to copyright, or the Open Government Licence (OGL), or some other free use category.

We will not knowingly use any online material, such as from social media accounts or online galleries, which has been marked as 'NoAI', 'NoImageAI', or similar.

We will take all reasonable steps to ensure that our use of AI does not have a negative impact on the legal rights and / or liberties of individuals or groups and complies with the relevant data protection legislation.

Cyber security

We regularly review our cyber security procedures and policy, ensuring that all staff and volunteers are aware of and comply with it. Staff are made aware of the additional risk of AI scams and disinformation

Accountability

Any staff member using AI remains fully accountable for any outputs that they produce with the assistance of AI. Any errors or unintentional impacts remain the responsibility of the human who produced the work or utilised the AI, and they are expected to take all reasonable steps to remedy the problem and to disclose the problem to any affected person or group.