COMMITTEE REPORT

Subject:	*Artificial Intelligence (AI) Policy*
Committee:	*Full Council*
Item Number:	*16*
Date:	*Monday 9 November 2026*
Author:	*Andrew Hunt, Corporate Manager*
Report status:	*Decision*
Confidential / Exempt:	*No*

1.Report Summary

1.1 The purpose of this report is to seek approval of a new Artificial Intelligence (AI) Policy for the Council, and a decision on the Council's position on AI-generated images, video and audio.

1.2 AI tools such as Microsoft Copilot and ChatGPT are now widely available, including as features built into software the Council already uses. They can save time and improve efficiency, but they also bring risks such as inaccurate content, disclosure of personal or confidential information, bias, copyright problems, and loss of public trust.

1.3 The Council currently relies on interim staff guidance issued in 2026. It has no adopted policy setting out what AI may be used for, who approves AI tools, or how the Council meets its legal duties when AI is used.

1.4 The proposed policy at Appendix A allows AI to assist with Council work, subject to clear safeguards. Staff may use only AI systems approved for the relevant purpose, accessed through Council-managed accounts. Personal, confidential or restricted Council information must not be entered into personal or free AI tools. AI may support work but cannot make Council decisions, and decisions about individuals must be made by a person. The IT Manager will maintain the policy and approve AI systems and uses.

1.5 Full Council is recommended to approve the policy and agree the Council's approach to AI-generated images, video and audio. The options are set out in Section 5, and members are asked to select one.

1.6 The policy will be supported by the guidance and quick-reference guide at Appendices B and C. These will replace the interim guidance and its existing Dos and Don’ts summary.

2. Recommendations

It is recommended that the Council:

2.1 Approves the Artificial Intelligence (AI) Policy.

2.2 Agrees the Council’s position on AI-generated images, video and audio by selecting one of the options set out in paragraphs 5.1 to 5.3. The selected option will replace paragraph 5.7 of the policy and its options table.

Recommendation 2.2 applies only if recommendation 2.1 is approved.

3. Background

3.1 AI tools have developed quickly and are increasingly built into everyday software, including Microsoft 365. Staff may already have access to AI features without the Council having decided whether, or how, they should be used.

3.2 In 2026, the Council issued Interim Guidance on the Use of Artificial Intelligence (AI) to staff, with a one-page Dos and Don’ts summary. The interim guidance stated that it would apply until a full AI Policy was agreed.

3.3 Data protection law changed in 2026. The Data (Use and Access) Act 2025 amended the UK GDPR, including new rules on automated decision-making which came into force on 5 February 2026. The proposed policy reflects these changes.

4. Proposal

4.1 It is proposed that the Council adopts the AI Policy at Appendix A. In summary, the policy:

4.1.1 Allows AI to help with drafting, summarising, research and analysis, translation and accessibility, using only tools and accounts the Council has approved;

4.1.2 Confirms that AI cannot make Council decisions, and that decisions about individuals, such as complaint outcomes, recruitment, discipline or dismissal, must be made by a person;

4.1.3 Prohibits personal, confidential or restricted Council information being entered into personal or free AI tools, and requires Council-managed accounts;

4.1.4 Requires meaningful human checking of AI-assisted work, proportionate to its importance;

4.1.5 Requires prior approval for AI meeting recording, transcription and notetaking, and confirms that AI notes are not minutes;

4.1.6 Sets out the Council’s data protection, equality, freedom of information and copyright responsibilities when AI is used;

4.1.7 Makes the IT Manager responsible for the policy, for approving AI tools and for keeping a register of approved tools and uses; and

4.1.8 Sets out how incidents, including possible personal data breaches, must be reported.

4.2 The policy distinguishes between legal requirements and additional Council restrictions. For example, the law allows some decisions about individuals to be made automatically if safeguards are in place; the policy goes further and does not allow this.

4.3 The intended benefits are that staff can use AI with confidence where it helps; the risk of data breaches, inaccurate publications and challengeable decisions is reduced; and residents can trust that decisions about them are made by people.

4.4 Action is needed now because AI features are already available in software the Council uses, and the interim guidance was only intended as a temporary measure.

4.5 Why Full Council is being asked to decide on AI-generated images, video and audio

4.5.1 UK law does not generally prohibit the use of AI-generated images, video or audio, or require all such content to be labelled. Each use must still comply with applicable law. For example, copyright may be infringed if generated content reproduces a substantial part of a protected work, and data protection law may apply where personal data is used, including content depicting identifiable people.

4.5.2 The choice concerns the ethical approach the Council wishes to take in its public communications, including transparency, the risk of misleading residents and public confidence. Full Council is asked to determine that approach. Officers would apply the agreed policy and any approval process; they would not decide the Council's underlying ethical position.

5. Options Considered

5.1 Option 1 – Do not permit

5.1.1 AI-generated images, video and audio must not be used in published Council communications. This is the most cautious option and avoids the risk of residents mistaking generated material for genuine content, but it rules out illustrative uses.

5.2 Option 2 – Preferred: Permit with restrictions

5.2.1 AI-generated images, video and audio may be used only with prior approval from the Senior Communications Officer and clear labelling. Cloned voices, impersonation and fabricated depictions presented as real events would be prohibited.

5.3 Option 3 – Allow use within the law

5.3.1 AI-generated images, video and audio may be used in Council communications where the use complies with applicable law and the Council's other policies.

5.4 The options concerning AI-generated images, video and audio are set out in paragraphs 5.1 to 5.3. Members are asked to select one if the policy is approved.

5.5 The preferred option is recommended because it gives clear, lawful and proportionate rules for AI use, reduces data protection and legal risk, and allows the Council to benefit from AI where it is safe to do so.

5.6 The selected option will be incorporated into paragraph 5.7 of the policy and its options table.

6. Financial Position

6.1 Adopting the policy has no direct cost.

6.2 Any AI tools or licenses, such as Microsoft Copilot, would be subject to separate approval and funded from existing IT budgets in line with the Council's Financial Regulations.

6.3 Before approving any AI system, the Council will assess the provider's contractual terms, data protection and security arrangements, and how Council information may be used.

6.4 Staff time will be needed to prepare the supporting procedure and register, deliver training and review the policy. This will be met within existing staffing resources.

6.5 The policy supports value for money by allowing efficient use of AI while reducing the risk of costly data breaches or challenges to Council decisions.

6.6 As part of the 2026–2029 IT Roadmap, the Council will monitor AI use and requirements over the next year to identify whether additional budget or resources will be needed in future years.

7. Legal and Governance Considerations

7.1 The Council has power to adopt this policy under section 111 of the Local Government Act 1972, which allows it to do anything that facilitates, or is conducive or incidental to, the discharge of its functions. Article 24 of the UK GDPR also requires the Council, as a data controller, to put appropriate data protection policies in place where proportionate.

7.2 The policy supports compliance with the UK GDPR and Data Protection Act 2018 (as amended by the Data (Use and Access) Act 2025), the Equality Act 2010 including the public sector equality duty under section 149, the Freedom of Information Act 2000, the Copyright, Designs and Patents Act 1988, and section 101 of the Local Government Act 1972 on who may make Council decisions.

7.3 Under the Policy and Procedures Management Policy, this policy is classified as Type 1. Supporting procedures will be approved by the Chief Executive Officer and Senior Management Team and must implement, not alter, the policy approved by members.

7.4 The main legal risks are data breaches through misuse of AI tools, and decisions open to challenge where AI is relied on without proper human judgement. The policy reduces these risks.

8. Implementation and Next Steps

8.1 Subject to the Council's decision, the next steps will be as follows:

8.1.1 The updated staff guidance and quick-reference guide at Appendices B and C will be issued to staff, replacing the interim guidance.

8.1.2 The IT Manager will prepare the supporting procedures and establish the initial register of approved AI systems and uses before the policy takes effect.

8.1.3 Staff will be asked to read the policy before using AI for Council business.

8.1.4 Before AI is used for Council business, the IT Manager will confirm which approved AI systems are available through Council-managed accounts and establish the account and login arrangements. Any required licences will be subject to separate approval in accordance with the Council's Financial Regulations.

8.1.5 Before any approved AI processing of personal information begins, the Council's privacy notices will be updated to explain the relevant use.

9. Implications

Implication Area	Impact	Comments / Mitigation
Financial	Low	No direct cost from adopting the policy. Any AI tools or licences need separate approval within existing budgets and the Financial Regulations.
Legal	Medium	Power to act: section 111 Local Government Act 1972. The policy supports compliance with the UK GDPR, Data Protection Act 2018, Equality Act 2010, Freedom of Information Act 2000 and copyright law. A final legal and data protection check is recommended before the policy takes effect.
Risk	Medium	Main risks are personal data entered into unapproved tools, inaccurate AI content being published, and decisions challenged where AI was relied on. Mitigated by approved tools and Council accounts only, human checking, decisions made by people, and prompt incident reporting to the IT Manager.
Personnel	Low	Staff must read the policy and complete any required training. Staff breaches may be dealt with under the Disciplinary Procedure. Implementation will be met within existing resources.
Environmental Impact	Low	AI tools use energy in data centres. The policy limits use to approved, proportionate purposes. No other environmental effects.
Equalities Impact Statement	Low	The policy requires risks of bias, discrimination and exclusion to be considered when AI is introduced and used, in line with section 149 of the Equality Act 2010. AI can also improve accessibility through translation and accessibility review. An equality impact assessment is not needed for the

		policy itself; individual AI uses will be assessed when approved.
Community / Public Impact	Low	Positive. Protects residents' personal information, keeps decisions about individuals with people, and requires privacy notices to explain where AI is used.
Procurement / Contractual	Low	Suppliers must disclose AI use in services they provide to the Council, with requirements included in contracts where appropriate. New AI tools will be procured under the Financial Regulations.
Property / Asset	None	No effect on buildings, land or equipment. AI tools and IT configuration are managed by the IT Manager.
Data Protection	Medium	The policy does not itself process personal data, but it controls future AI processing. A Data Protection Impact Assessment must be completed where required before processing begins, privacy notices must be updated, and possible breaches reported immediately.

10. Appendices / Background Papers

10.1 Appendix A – Artificial Intelligence (AI) Policy
10.2 Appendix B – Guidance on the Use of Artificial Intelligence (AI)
10.3 Appendix C – Guidance on Using AI Tools: Dos and Don'ts

SALISBURY CITY COUNCIL

Artificial Intelligence (AI) Policy

Policy Number	Version	Owner	Date Reviewed	Date Cllrs Reviewed	Date Published	Review Due	Review Team
[To be assigned]	1 – Draft	IT Manager	[Insert]	[Insert]	[Insert]	[Insert]	[Confirm]

Distribution	
Internal:	SCC Staff and Members
External:	Council website and relevant contractors and suppliers

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1. Key Amendments

Page Number	Key Amendment	Date Made
All	New policy establishing the Council's position, responsibilities and restrictions on AI use.	[Insert]

2. Introduction

2.1. Salisbury City Council (the Council) recognises that Artificial Intelligence (AI) can support efficient working, improve access to information and assist service delivery.

2.2. AI also presents risks, including inaccurate or misleading information, inappropriate disclosure of Council information, bias, copyright infringement and reduced public trust.

2.3. For this policy, AI includes tools that generate or analyse text, images, audio, video, code or other information. It includes AI features within existing software as well as standalone services.

2.4. The Council supports proportionate and responsible AI use within approved boundaries. AI must support, rather than replace, lawful decision-making, professional judgement and accountability.

2.5. The Council's use of AI must be fair, open, secure, accurate and accountable. The rest of this policy sets out how.

3. Purpose of Policy

3.1. This policy establishes acceptable use, responsibilities and safeguards for AI used for Council business.

3.2. It applies to all staff, members, contractors and others using AI on the Council's behalf, whether using Council-owned or personally owned devices.

3.3. This policy includes legal requirements and additional Council restrictions. The Council may impose restrictions beyond the minimum required by law.

4. Approved AI Systems and Permitted Uses

4.1. Only AI systems and uses authorised through the Council's approval arrangements may be used for Council business.

4.2. Approval may be limited to particular activities, users or categories of information. Approval of a system does not permit unrestricted use.

4.3. Subject to approval, AI may assist with:

4.3.1. drafting and improving documents;

4.3.2. summarising suitable information;

4.3.3. generating ideas and options;

4.3.4. research and analysis;

4.3.5. translation and accessibility review; and

4.3.6. meeting transcription and notetaking under separately approved arrangements.

4.4. AI functionality within existing software must not be assumed to be approved simply because the Council already uses that software.

4.5. AI systems must only be accessed through Council-managed accounts. Personal accounts must not be used for Council business.

4.6. AI must not be used to record, transcribe or take notes of meetings without prior approval. Before giving approval, the Council must check that the use complies with data protection law, including how attendees will be told and how recordings will be stored and deleted.

4.7. AI transcripts and notes are not minutes. Minutes must still be prepared and approved under the Council's Standing Orders. Supporting procedures will address confidential business, third-party meeting assistants, retention and access to recordings.

5. Restrictions on AI Use

5.1. Only the Council, or those authorised to act on its behalf, can make Council decisions, including under section 101 of the Local Government Act 1972. AI cannot be given this authority.

5.2. Decisions about individuals, such as applications, complaint outcomes, payments, recruitment, discipline or dismissal, must be made by a person, not AI.

5.3. Personal, confidential or otherwise restricted Council information must not be entered into consumer or personal-account AI services.

5.4. Human oversight must be meaningful. Where AI is used to support work, such as recommendations, assessments or analysis, the responsible person must have sufficient competence, information, time and authority to assess, challenge and reject the AI output.

5.5. AI must not be used to:

5.5.1. present fabricated facts, sources, evidence or events as genuine;

5.5.2. impersonate another person or misrepresent their views;

5.5.3. produce discriminatory, deceptive or otherwise inappropriate Council content;

5.5.4. circumvent Council controls;

5.5.5. process information contrary to approval conditions; or

5.5.6. produce work that cannot be adequately checked before use.

5.6. AI must not send communications, amend or delete records, make commitments, initiate payments or perform other actions in Council systems unless that specific capability and its controls have been approved. Before AI is connected to Council files or email, access permissions must be checked so it cannot reach information the user should not see.

5.7. The Council's position on AI-generated images, video and audio is to be agreed before adoption. One option in the table below must be selected and incorporated into this paragraph; the remaining options must be deleted.

Option	Policy wording
A – Do not permit	AI-generated images, video and audio must not be used in published Council communications.
B – Permit with restrictions	AI-generated illustrative material may be used with prior approval and clear labelling. Cloned voices, impersonation and fabricated depictions presented as real events are prohibited.
C – Individual approval	Each project involving AI-generated images, video or audio requires approval through the Council's agreed arrangements before production or publication. Misleading impersonation and fabricated depictions presented as genuine are prohibited.

6. Users' Responsibilities

6.1. Users remain responsible for the work they prepare with AI and must exercise their own judgement.

6.2. Before relying on, circulating or publishing AI-assisted work, users must check its accuracy, completeness, sources, fairness and suitability. Checks must be proportionate to the intended use and potential consequences, with independent verification of material facts, sources and calculations.

6.3. Users must protect Council information and comply with the information restrictions attached to each approved system. If uncertain whether information may be entered, they must seek advice before proceeding.

6.4. Consultation responses, survey responses and other free-text material must be checked for identifying or sensitive information before processing. Removing names alone must not be assumed to make information anonymous.

6.5. AI-assisted analysis of consultation or survey responses must preserve access to the original responses and be checked to ensure that themes, material objections, minority views and reported counts are represented accurately.

6.6. Users must comply with the Copyright, Designs and Patents Act 1988 and relevant licensing terms. Protected material must not be copied, uploaded, adapted or published unless the use is authorised by a licence or applicable legal exception.

6.7. Substantive AI-assisted work and relevant supporting records must be stored in the Council's corporate records system where needed to document Council business. AI tools must not be the sole storage location for official records.

6.8. Relevant AI prompts, retained conversations and outputs may be subject to statutory information requests. Users must assist with identifying, preserving and retrieving relevant Council records when required. Records must be managed under the Council's retention arrangements.

6.9. Users must read this policy and complete any required training before using AI for Council business. They must promptly report errors, suspected breaches or misuse.

7. Salisbury City Council's Responsibilities

7.1. The Council is responsible for ensuring that personal information processed through AI under its control complies with the UK GDPR and Data Protection Act 2018, as amended. This includes lawful, fair, transparent and secure processing, data minimisation, accuracy, appropriate retention and accountability.

7.2. Before introducing AI processing of personal information, the Council must establish the applicable lawful basis and assess the risks. A Data Protection Impact Assessment must be completed before processing where required under Article 35 of the UK GDPR.

7.3. Where relevant, the Council must establish the additional conditions required for special category data or criminal offence data. Before processing begins, it must also assess the data-protection role of any supplier, contractual safeguards, any reuse of inputs or outputs (including for model training), subprocessors, deletion arrangements and international transfers.

7.4. Where AI is used to process personal information, the Council's privacy notices must say so. They must explain what the information is used for, who it is shared with, how long it is kept and what rights people have, as required by the UK GDPR.

7.5. Where AI has played a significant part in work that affects an individual, such as helping to prepare a recommendation about them, the Council will explain to that person how AI was used, taking account of ICO guidance.

7.6. Any proposal involving significant decisions based solely on automated processing of personal information requires specific legal and data-protection review, including consideration of Articles 22A–22D of the UK GDPR. Where applicable, safeguards must include information about the decision and opportunities to make representations, obtain human intervention and contest the decision. Such review does not authorise activity prohibited by this policy.

7.7. The Council must comply with the Equality Act 2010, including the public sector equality duty under section 149. Before introducing AI, and while using it, the Council must consider whether it could be biased, discriminate against people or exclude anyone.

7.8. Relevant AI records must be considered when responding to requests under the Freedom of Information Act 2000 or Environmental Information Regulations 2004. Disclosure must be assessed under the applicable legislation, including relevant exemptions or exceptions.

7.9. Requests from individuals to exercise their data-protection rights, including access to personal information processed using AI, and data-protection complaints relating to AI use must be handled through the Council's existing data-subject rights and complaints arrangements.

7.10. The Council will maintain proportionate governance, training and oversight arrangements and ensure that responsibility for AI-supported work remains identifiable.

8. Corporate Services and IT Responsibilities

8.1. The IT Manager will oversee implementation of this policy and maintain the supporting procedures.

8.2. The IT Manager, acting within existing delegated authority, may approve AI systems and uses following proportionate assessment and appropriate data-protection and specialist advice. Approval must identify the accountable owner, permitted activities, information categories and conditions of use.

8.3. The IT Manager will maintain a register of approved AI systems and uses, including their purpose, responsible service, accountable owner, information restrictions, account and feature restrictions, conditions of use, approval date and review date. The supporting procedures and initial register will be in place when this policy takes effect.

8.4. The IT Manager and relevant support providers will assess technical suitability, access controls, security and integration with Council systems. A system being technically secure does not on its own make it suitable for a particular purpose or category of information.

8.5. Appropriate data-protection, legal, procurement and specialist advice must be obtained where required. Approval must remain within existing financial and delegated authority.

8.6. New systems and significant changes to existing systems must receive proportionate assessment covering security, information use, supplier terms, retention, access to records, equality, accessibility and human oversight.

8.7. Contractors and suppliers must disclose any AI use in services provided to the Council that affects Council information, decisions or published content. Such use must be assessed proportionately, with requirements incorporated into contracts where appropriate.

8.8. The Chief Executive and Senior Management Team will approve supporting procedures in accordance with the Council's Policy and Procedures Management Policy. Procedures must implement, not alter, the policy boundaries approved by members.

9. Information Incidents

9.1. Suspected unauthorised disclosure, insecure processing, misleading publication, discriminatory output or other misuse must be reported immediately to the IT Manager.

9.2. Incidents will be managed through the Council's existing information-security, data-breach, complaints or other relevant procedures. Potential personal-data breaches must be referred immediately to the officer responsible for data protection for assessment. Where a breach is reportable, the Council must notify the Information Commissioner without undue delay and, where feasible, within 72 hours of becoming aware of it, and inform affected individuals where required. The supporting procedure will identify a deputy and an out-of-hours reporting route.

9.3. AI access may be restricted or suspended where necessary to protect Council information, individuals or services.

9.4. Relevant records must be preserved where required for investigation. Users must seek advice before deleting or altering material connected with an incident.

10. Monitoring

10.1. AI use may be monitored and audited to assess compliance with this policy and the conditions attached to approved systems.

10.2. Monitoring must be proportionate and comply with applicable law and the Council's privacy obligations.

10.3. Non-compliance by staff may be addressed through the Council's Disciplinary Procedure. Contractor and supplier matters will be addressed under the relevant contractual arrangements.

11. Review Procedure

11.1. The IT Manager will maintain this policy and arrange review in accordance with its agreed policy type.

11.2. Earlier review will take place where required by legislative change, significant developments in AI, an incident or a material change in the Council's intended use.

11.3. Material changes to the Council's position or restrictions must follow the Council's policy approval arrangements. Operational updates to supporting procedures must follow the separate procedure approval arrangements.

Date of Next Review	[To be agreed on adoption]
Department	Corporate Services
Officer with Responsibility	IT Manager
Committee for Approval	[Confirm nominated committee]
Policy Type	[To be agreed under the Policy and Procedures Management Policy]

Guidance on the Use of Artificial Intelligence (AI)

Purpose

This guidance explains, in plain terms, how to use Artificial Intelligence (AI) tools safely for Council work. It supports the Council's AI Policy. If anything here differs from the policy, the policy applies.

It is here to protect the Council, our staff, councillors and residents, and to make sure we follow the law.

It applies to all Salisbury City Council staff, agency staff, volunteers and contractors using AI for Council business, whether on a Council or personal device. It also applies to councillors when they are acting as members of the Council.

You must read the AI Policy before using AI for Council business.

What AI Means

AI means digital tools that can generate, analyse or assist with text, images, audio, video, code or other information.

This includes standalone tools such as ChatGPT or Google Gemini, image generators, and AI features built into software we already use, such as Microsoft Copilot or transcription apps. An AI feature is not approved just because it is built into software the Council already uses.

Approved Tools and Accounts

You may only use AI tools, and use of those tools, that the Council has approved. The IT Manager keeps a register showing which tools are approved and what each one may be used for.

Approval can be limited. A tool approved for drafting letters may not be approved for personal information, for example.

Always use your Council account. Never use a personal or free account, such as your own ChatGPT account, for Council work.

The Main Laws We Must Follow

When using any AI tool, you must comply with UK law.

The UK GDPR and Data Protection Act 2018 protect personal data, meaning names, emails, addresses or anything else that identifies someone. Personal data must never go into a personal or free AI tool. It may only go into a Council-approved tool where that use has been specifically approved. Knowingly or recklessly disclosing personal data without the Council's permission can be a criminal offence under section 170 of the Data Protection Act 2018.

The Human Rights Act 1998 requires the Council to respect people's right to privacy. Putting personal or sensitive information into unapproved AI tools puts that right at risk.

Under the Freedom of Information Act 2000, AI prompts, conversations and outputs used for Council business can be requested by the public, and people can ask for information held about them under data protection law. Write prompts with the expectation that others may read them and make sure official Council records are saved in Aline, not an AI tool.

Under the Equality Act 2010, the Council must consider equality in everything it does. AI can reflect bias, so check outputs are fair and inclusive.

The Copyright, Designs and Patents Act 1988 protects other people's work. Do not copy, upload or publish protected text, images or music unless the Council has a licence or a legal exception applies. Check AI outputs before you use or publish them.

Under the Local Government Act 1972, including section 101, only the Council, or those authorised to act on its behalf, can make Council decisions. AI cannot make decisions, and decisions about individuals must always be made by a person.

What You Must Not Do

You must not:

- Use a personal or free AI account for Council work.
- Enter personal, confidential or exempt information into any AI tool unless that use has been approved. This includes exempt reports, contracts and HR records.
- Let AI make decisions about people, such as applications, complaint outcomes, payments, recruitment, discipline or dismissal.

- Let AI send emails, change or delete records, make commitments or make payments, unless that has been specifically approved.

- Use AI to record, transcribe or take notes of meetings without prior approval. AI notes are not minutes.

- Use AI to create or edit Council logos or branding, or produce images, video or audio for the Council, unless approved. [Update this line once the Council agrees its position on AI-generated images, video and audio.]

- Present made-up facts, sources or quotes as genuine, or impersonate anyone.

- Get round Council controls or the conditions attached to an approved tool.

You May Use AI For (with care)

Using Council-approved tools and your Council account, you may use AI to help with:

- drafting and improving documents;

- summarising suitable information;

- generating ideas and options;

- research and analysis; and

- translation and accessibility checks.

Use non-personal information unless the tool has been approved for personal information.

Checking Your Work

- You remain responsible for anything you create, share or publish with AI.

- Check accuracy, sources, calculations and fairness before relying on, sharing or publishing AI output. The more important the use, the more carefully you must check.

- If AI helps you prepare a recommendation, assessment or analysis, you must understand it well enough to question it and reject it.

- Before using AI on consultation or survey responses, check for identifying or sensitive details and remove them unless the tool is approved for personal information. Removing names alone is not enough. Check any AI summary against the original responses, including objections, minority views and numbers.

- Save final work and important records in Aline. Do not leave official records only in an AI tool.

Reporting and Support

Report mistakes, suspected data breaches or misuse **straight away** to the IT Manager. Possible personal data breaches must be reported immediately, as some must be reported to the Information Commissioner within 72 hours.

If you are unsure whether something is allowed, **ask the IT Manager before you continue.**

GUIDANCE ON USING AI TOOLS

Read the Council's AI Policy before using any AI tool.

DON'T...	DO (with care)...
Use a personal or free AI account (like your own ChatGPT) for Council work.	Use only Council-approved AI tools and your Council account.
Enter names, emails, addresses or confidential SCC information unless that use is approved.	Draft ideas, summaries or templates.
Let AI make any decisions, including about complaints or staff.	Improve grammar, spelling or readability of documents.
Use AI to record or take notes of meetings without approval.	Translate, summarise or research information.
Create SCC logos, images, video or audio with AI without approval.	Check every output and save final work in Aline.

Always check AI outputs before using or sharing them. You remain responsible for anything you create, share or publish.

Report mistakes or suspected data breaches straight away.
Questions? Contact the IT Manager.

SALISBURY CITY COUNCIL