

MT BURDETT FOUNDATION

Artificial Intelligence Policy

Version: 1.1 | Approved: June 2026 | Next Review: 21 August 2026

1. Purpose

This policy governs the use of artificial intelligence (AI) tools by all Mt Burdett Foundation personnel, including Board members, the Executive Officer, and advisory committee volunteers. It exists to support efficient, responsible operations while protecting the Foundation's data and the privacy of our applicants and stakeholders.

This policy should be read alongside the Mt Burdett Foundation Privacy Policy. The use of personal data in AI tools is governed by both documents together.

2. Scope

This policy applies to:

- The Executive Officer (EO)
- Board members
- Advisory committee volunteers
- Any Casual Staff or Volunteers

3. Approved AI Tools

The following tools are approved for Foundation use:

- Claude (Anthropic) — claude.ai
- ChatGPT (OpenAI) — paid plans only (Plus, Team, or Enterprise)
- Microsoft Copilot — commercial/Microsoft 365 version only (confirm 'Commercial Data Protection' is active)
- Perplexity and Manus — under review; not approved for use with Foundation documents until further notice

Any tool not listed above requires EO approval before use. See Section 5 for how to assess a new tool.

4. Permitted Use by Role

Executive Officer

The EO may use approved AI tools for:

- Drafting, editing, and formatting Foundation documents
- Analysing and summarising applications, reports, and registers
- Process improvement and workflow assistance
- Uploading and working with internal Foundation documents (within the data boundaries in Section 6)
- Researching, drafting communications, and general operational tasks

Board Members and Advisory Committee Volunteers

The current position is that volunteers are not permitted to upload Foundation documents into any AI tool or use AI tools for Foundation-related document work. This is an interim position. The Board has noted that this restriction is likely to evolve as AI tools become more embedded in community and organisational practice. It will be formally reviewed at the first scheduled review (see Section 9).

Volunteers may currently use approved AI tools to:

- Ask questions about the Foundation, its purpose, guidelines, and their role
- Draft general correspondence or personal notes related to their Foundation responsibilities
- Research topics relevant to Foundation work (e.g. funding models, governance)

Volunteers must not:

- Upload Foundation documents into any AI tool
- Paste confidential content (applicant details, Board minutes, financial information) into any AI tool
- Use AI to make or draft funding recommendations or Board decisions

5. Approving New AI Tools

Before using any new AI tool for Foundation purposes, the EO must verify the following in the tool's privacy policy or Terms of Service:

- **The policy must explicitly state that conversations or user data are not used to train AI models by default. Look for the phrase “we do not use your conversations/data to train our models by default” or equivalent. If this requires an opt-out rather than being the default, the tool does not meet our standard.**Non-training commitment:
- **Confirm data is encrypted in transit and at rest. Look for mention of AES-256 encryption or equivalent standard.**Encryption:
- **The policy must state how long data is retained and whether you can request deletion.**Data retention:
- **The tool must be operated by a company with a current, dated privacy policy — not just terms of service. Find this in the website footer under “Privacy Policy,” “Data Processing Agreement,” or “Trust Centre.” Search the page for the words: “training,” “model improvement,” “data retention,” “encryption.”**Published privacy policy:
- **Free-only tools commonly monetise user data. Treat any free-only tool with significant caution.**Paid tier:

If all of the above are confirmed, the EO may approve the tool and update this policy at the next review. If any are unclear or absent, the tool is not approved.

6. Data Boundaries

The following categories define what may and may not be shared with AI tools.

Permitted — EO only

- Board/Advisory Committee minutes and committee recommendations
- Project Registers
- Funding application forms and supporting documents
- Budgets and final reports
- Internal policies, guidelines, and operational documents

Permitted — All personnel (public information)

- Director names, roles, and bios (as published on the Foundation website)
- Funded project details (as publicly announced)
- General Foundation information, funding guidelines, and blank application forms

Not permitted — All personnel

- Invoices, banking details, or any financial account information
- Applicant personal contact details (phone, email, address) unless the applicant has given permission. See Section 6 note below.
- Director personal contact details (personal phone, personal email)
- Any information provided by applicants about their personal circumstances in confidence

Note on applicant permission: Applicants are asked on the Foundation's application forms to tick a box confirming the following: "The data contained within this application form may be entered into our selected AI system for processing and analysis, in line with Mt Burdett's AI and Privacy Policies. Both documents can be made available upon your request." Ticking this box constitutes permission for the EO to enter application data, including contact details, into an approved AI tool for operational purposes. Permission may also be given verbally or in writing; verbal permissions must be noted in the project register or equivalent record. Where permission has not been given, applicant contact details must not be entered into any AI tool.

7. AI Disclosure

Any document or communication that was drafted or materially assisted by an AI tool must include the following disclosure statement:

"This document/email was drafted with AI assistance, reviewed by a human, and produced in accordance with the Mt Burdett Foundation AI Policy."

This requirement applies to documents sent externally (e.g. to applicants or stakeholders) and to formal internal documents (e.g. Board papers, committee recommendations). It does not apply to informal internal working notes or drafts.

8. General Principles

- AI tools assist human decision-making — they do not replace it. All AI-assisted outputs must be reviewed and approved by a person before use.
- No funding recommendation or Board decision may be delegated to or determined by an AI tool.
- Personnel remain responsible for the accuracy and appropriateness of any AI-assisted content they produce or approve.
- Any data security concerns or suspected breaches involving AI tools must be reported to the EO immediately.

9. Review Schedule

This policy will be reviewed every three months to remain current with the rapidly evolving AI landscape. The EO is responsible for initiating each review and presenting any proposed changes to the Board for approval. AI Progression is a standing item on the Board agenda.

Review	Date	Key questions to address
First	21 August 2026	Should volunteers be permitted to use approved AI tools for Foundation-related analysis and document work? Should proponents be asked to disclose their own use of AI in preparing applications?
Second	21 November 2026	Are current approved tools still meeting the Foundation's standards? Any new tools to assess or add? Any emerging data privacy concerns?
Third	21 February 2027	Review volunteer access position. Review proponent disclosure question if not addressed at first review. Any policy updates required in light of AI landscape changes.
Ongoing	Every 3 months	AI Progression is a standing item on the Board agenda. Policy updates to be tabled at the next Board meeting following each review.

The review schedule above is indicative. The Board may call an unscheduled review at any time if material changes to the AI landscape or Foundation operations warrant it.