

[INSERT FIRM LEGAL NAME]
ChatGPT, Generative Ai Usage Policy

[Insert Firm Logo]

Version 1.0
[Insert Date]

This document is proprietary and confidential. The document and information contained herein may not be shared outside of **[Insert Firm Legal Name]** unless approved by authorized personnel.

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Instructions

Documents are in a template format and are to be customized to fit the appropriate business and operational requirements. Use the sample as a foundation to build a bespoke policy for your business.

If any element of the following Sample/Template is not operationally feasible or appropriate for a particular business, be sure to delete that element from the company-specific document. **Otherwise, it would be a liability exposure to establish a policy and not comply with it.**

The following recommendations are designed to limit, but will not eliminate, the security risks associated with the use of the policy subject. Businesses should deploy a defense-in-depth security model of technical, operational, and physical security controls.

Delete the instructions after finalizing and adopting the policy.

This document is enhanced using Human Intelligence (Hi) from the [Riskigy vCISO team](#). For additional tuning and generating bespoke policies, procedures, and plans the team can be reached at info@riskigy.com

Policy Overview

ChatGPT, an AI language model created by OpenAI, employs the GPT architecture and is a cutting-edge technology capable of producing text that closely resembles human language, based on the input it is fed.

Authorized Use

Prior to utilizing ChatGPT or generative AI platforms, staff must secure authorization from either their supervisor or the IT personnel appointed for such a purpose. Permissible usage should be strictly for legitimate business intentions and conform to all pertinent laws, regulations, and company policies, particularly those regarding data protection and privacy.

Data Security and Confidentiality

To prevent any breach of confidentiality, proprietary or sensitive information, employees are required to obtain prior approval from authorized personnel before sharing any such information with ChatGPT or any other generative AI platforms. This comprises, but is not restricted to, customer data, financial data, intellectual property, trade secrets, material nonpublic information, and all information safeguarded by non-disclosure agreements.

Use of External Platforms

If staff require external platforms for tasks such as grammar checking or language translations, they are obliged to solely employ the platforms endorsed by the organization. Unauthorized or unapproved external platforms are strictly prohibited for use, and employees must take caution not to share any sensitive information with such platforms.

Training and Awareness

To guarantee that employees are aware of possible risks and proper usage guidelines, it's mandatory for them to finish the data protection and security awareness training provided by the organization. The training has to be completed within the first days of the employee's start date and then quarterly.

Reporting and Incident Management

If there is any misuse or unauthorized access of ChatGPT or other generative AI platforms, employees are obliged to report it immediately to their supervisor or the designated IT department personnel. The organization will then proceed to investigate and take necessary measures to resolve any policy violations or security incidents.

Scope and Purpose

Scope

This policy applies to all employees, contractors, and third-party users who have access to and use ChatGPT or similar generative AI platforms, or while conducting company business.

Purpose

The purpose of this policy is to establish guidelines and procedures for the use of ChatGPT and other generative AI platforms to ensure the security and integrity of sensitive information while maximizing the benefits of these technologies.

Compliance

The organization reserves the right to monitor the use of ChatGPT and other generative AI platforms to ensure compliance with this policy. Violations of this policy may result in disciplinary action, up to and including termination of employment, per disciplinary procedures.

Exceptions

Any exception to the policy must be approved by management in advance.

Revision Table

Revision History				
#	Version #	Date	Updates/Changes	Owner
1	1.0	2023	Initial Draft	Riskigy
2				