# AI Use Policy

At Yorkshire Counselling Psychology, we are committed to ensuring that any use of artificial intelligence (AI) within our practice aligns with our ethical standards and the privacy rights of our clients. This policy outlines how we use AI in supporting clinical operations, safeguarding personal data, and ensuring informed consent.

## 1. Purpose of AI Usage

AI will be used in our practice to support administrative and clinical tasks, including:
- The generation of reports, letters, and treatment summaries.
- Streamlining workflow processes while maintaining accuracy and efficiency in document creation.

AI will not replace clinical judgment or therapeutic decision-making and will be used solely to support administrative functions.

## 2. Data Protection and Privacy

We prioritise the confidentiality and security of client data at all times. The following principles govern our use of AI:
- Personal Identifiable Information: Client names, dates of birth, addresses, or any other personal identifying information (PII) will never be shared with or processed by AI tools.
- Anonymisation: Any data used in AI-assisted tasks will be anonymised to protect client privacy.
- Compliance: Our use of AI complies with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

## 3. Informed Consent and Opt-In Approach

The use of AI in our practice is entirely opt-in, meaning that:
- Client Consent: Clients must provide explicit consent to the use of AI before any AI-generated documents or tools are used in relation to their care.
- Explanation of AI Use: Clients will be fully informed about how AI will be used and its potential impact on their care.
- Opt-Out: Clients may opt-out of the use of AI at any time, without any negative impact on the services they receive.

## 4. Additional Consent for New Uses of AI

If we intend to introduce any new use of AI beyond the generation of reports, letters, or treatment summaries, we will:
- Obtain additional consent from clients.
- Provide a clear explanation of how the AI will be used and its implications for client care.

Clients will have the opportunity to ask questions and understand how the new AI tool may impact their privacy and the services provided.

5. Security and Monitoring
AI tools used in the practice are subject to stringent security measures, including:
- Encryption of data where applicable.
- Regular audits to ensure that no personal identifying information is inadvertently shared.
- Compliance with GDPR and relevant regulatory standards.

6. Review and Updates
This policy will be reviewed annually or whenever there are significant changes to the use of AI in the practice. Updates will reflect new developments in AI technology and any changes in data protection regulations.

7. Contact Information
For any questions or concerns regarding the use of AI in our practice, or to opt-in or opt-out of AI-supported services, please contact:

Yorkshire Counselling Psychology
contact@yorkshirecounsellingpsychology.co.uk

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