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# USE OF ARTIFICIAL INTELLIGENCE POLICY

Dated 16<sup>th</sup> April 2026

## Purpose

To ensure that the use of artificial intelligence is done so in a safe and approved manner which does not conflict with the values of the charity or its objectives. This guidance is to ensure that trustees, staff and volunteers adhere to government guidelines in compliance with data protection legislation, by:

- Maintaining data accuracy, transparency, and accountability in AI-assisted decision-making.
- Supporting legal and ethical compliance, including GDPR and the Equality Act 2010.
- Providing guidance for employees and suppliers on AI use and monitoring compliance.

## Core Components

The charity policy includes detailed responsibilities and usage requirements:

- **Approved tools:** Only AI tools approved by the charity board of trustees may be used, especially for processing sensitive or personal data.
- **User accountability:** Employees, trustees and volunteers must verify the accuracy and fairness of AI outputs and declare AI use for official business when requested, including in FOI and SAR requests.
- **Data protection compliance:** AI usage must adhere to data protection principles, and processing involving personal data triggers the data protection impact assessment process.
- **Human oversight:** AI-generated content and outputs must be reviewed and validated by humans before influencing official decisions or being published in the public domain.
- **Transparency:** Employees, trustees and volunteers must record AI usage on audit logs and maintain transparency over AI systems and outputs.
- **Outputs:** All AI-generated content released into the public domain must be accompanied by a caveat message stating the use of AI.

## Impact and Implementation

This AI policy ensures that across Blue Light Sports Foundation operations deploying AI, such as sports development, events management, memberships and social media, adhere to robust safety, security, and ethical standards. The framework aligns with UK government guidelines and regulations, supporting consistency across public sector AI deployment.

The policy creates a clear accountability by establishing a responsible owner of the AI generated content, line managers with oversight and data protection officers for monitoring legal compliance.

This structured approach enables the charity to mitigate risks, maintain public trust, and ensures inclusive content whilst delivering a lawful service.

Signed

A handwritten signature in black ink, appearing to read 'G. Callier', written in a cursive style.

Gary Callier  
Founder and Operations Manager