

AI Use Policy Checklist

For small teams — 7 sections, roughly an afternoon of work

Most small teams are already using AI daily with nothing written down. This checklist is the shortest path to a policy that is actually useful: work through each section and write one or two plain sentences per box. A short policy people follow beats a long one nobody reads.

1. Scope — who and what this covers

- List every AI tool actually in use (ask the team; there will be ones you didn't know about)
- State whether the policy covers contractors and freelancers, not just employees
- Say whether personal-account use for work tasks is permitted
- Name one owner responsible for keeping the policy current

2. Data rules — the section that prevents real damage

- Define what must NEVER be pasted into an AI tool (customer PII, credentials, unreleased financials, health data, anything under NDA)
- Define what is fine (public marketing copy, generic drafts, published docs)
- State the rule for client work specifically — many client contracts restrict third-party processing
- Note which tools train on your input by default and how to turn that off

3. Human review — where output gets checked

- Require a named human reviewer before AI output goes to a customer
- Require fact-checking of any statistic, citation, quote, or legal/medical claim
- Require a code review before AI-written code reaches production
- Define what happens when review finds a problem (who fixes, who is told)

4. Disclosure — what you tell people

- Decide whether AI-assisted customer communications are disclosed
- Decide the position on AI-generated images/video in marketing
- Check platform rules — some marketplaces require disclosure of AI content
- Write the position down so answers stay consistent across the team

5. Approved tools — the register

- List approved tools, and who approved each one
- Record the plan tier — free tiers often have weaker data terms than paid
- Note where each vendor stores data and whether a DPA exists
- Define how someone requests a new tool rather than adopting it silently

6. When something goes wrong

- Define what counts as an incident (data pasted in error, a hallucinated claim sent to a client, an unreviewed publish)
- Name who to tell, and how fast
- Keep a simple log: date, what happened, what was affected, what changed after
- Review the log periodically — repeat entries mean the policy needs changing, not the person

7. Making it stick

- Have staff acknowledge they've read it, and keep the record
- Do one short walkthrough — a policy nobody has read is decoration
- Set a review date (quarterly is realistic; tools change fast)
- Re-check whenever you adopt a new tool or take on a client with strict data terms

Want the filled-in version? The AI Policy & Literacy Starter Kit at getdigi.co turns this checklist into editable templates — acceptable-use policy, approved-tools register, human-review SOP, vendor checklist, incident log, and a staff acknowledgment form. From \$49.

This checklist is an implementation aid, not legal advice, and does not promise any particular legal outcome. Ask qualified counsel about obligations specific to your business. © getdigi.co