

Milton Parish Council Artificial Intelligence (AI) Use Policy

Purpose

Milton Parish Council recognises that Artificial Intelligence (AI) tools may assist in the efficient administration of Council business. The Council is committed to ensuring that any use of AI complies with legal requirements, maintains public trust, and preserves the integrity and transparency of Council decision-making.

Scope

This policy applies to the Parish Clerk, all Council employees and all Parish Councillors using AI tools on behalf of the Parish Council.

Principles of Use

The Parish Council commits to the following principles regarding AI use:

- Transparency: AI-generated content should be clearly identified.
- Human Oversight: AI tools support, but do not replace, human decision-making. All outputs must be reviewed by an appropriate officer or Councillor.
- Ethical Use: AI will not be used in a way that could cause harm, spread misinformation, or create bias.
- Data Protection: AI tools will not be used to process personal, sensitive, or confidential data unless approved and compliant with the UK GDPR.

Permitted Uses

AI tools may be used for:

- Drafting minutes, reports, or press releases (with human review)
- Generating ideas for community engagement or communication
- Assisting with research or summarising information
- Supporting administrative efficiency

Prohibited Uses

AI tools must not be used to:

- Make decisions affecting individuals or services without human oversight
- Process or store personal data unless the tool is fully GDPR-compliant
- Automate responses to the public without clear review or disclaimers
- Generate misleading or unauthorised information

Minutes and Reports

- Where AI has been used, this shall be acknowledged.

Responsibilities

- The Clerk is responsible for overseeing AI use and ensuring compliance with this policy.
- Users must ensure all AI-generated content is reviewed before use or publication.

Training and Awareness

The Council will provide guidance or training as appropriate to Staff or Councillors who use AI tools.

Review and Monitoring

This policy will be reviewed every two years or sooner if significant changes occur in AI technology or relevant legislation.

This document was produced with AI assistance

To be review by May 2028