

AI Usage

CHOICE values innovation and autonomy while prioritizing data privacy. We recognize that Artificial Intelligence (AI) is a technology that employees may already interact with on a daily basis, whether through using Generative or Predictive models such as ChatGPT, Gemini, or Copilot, or through using AI integrated platforms such as Google, Adobe, or Canva. While we understand that there may be some hesitancy to fully integrate AI technology into our daily work, we want to create a safe environment for employees and participants to responsibly use AI while ensuring the privacy of participant and donor data remains a top priority.

Acceptable Use: Employees are permitted to use vetted AI models such as ChatGPT, Google Gemini, Grammarly, or Microsoft Copilot for idea generation, workflow efficiency, template creation, synthesizing information from multiple sources, grammar editing, and other tasks as approved by their supervisor provided they are following existing data privacy policies. If an employee would like to utilize a model that isn't listed above, they should work with their supervisor to ensure the model is reliable.

Human Checkpoint: Predictive or generative models of AI may have implicit bias, can make errors, and always need to be checked by a person before finalizing. All output from AI should be reviewed by the person utilizing the model for accuracy, bias, and errors. Search engines such as Google may use AI to generate a summary of information that may or may not include falsified information, and always needs to be checked for accuracy before presenting. If employees use AI, they are responsible for the outcome of their work.

Prohibited Actions: AI models should not be used for medical advice, conflict resolution, or to consult for official advice. The use of AI to edit, update, or produce any 245D paperwork is prohibited. Employees should always refer to approved training materials for responding to medical incidents, conflict resolution, emergency preparedness, etc. Given the sensitivity and privacy of meeting topics, CHOICE employees will not use AI meeting notetakers.

Data Privacy: Employees should know that AI models are NOT natively HIPAA compliant, and no information shared with an AI model is considered private. See CHOICE's Policy and Procedure on Data Privacy for more information on sensitive data transmission. No identifying information should be included in prompts for generative AI. Identifying information includes: full names, addresses, PMI number, Social Security number, birth date, and photographs (Canva's platform does not train on uploaded photographs, and is approved for photograph usage. Employees should always vet any other platforms with their supervisor before uploading photographs). Any documents uploaded must be checked before uploading to AI models, and identifying information must be omitted before uploading.

Enforcement: Employees will be held accountable for their use of AI tools and any work produced as a result. Employees must report any misuse of AI or suspected data breach to their supervisor immediately. Failure to comply with the acceptable use and prohibited actions may result in disciplinary action, including termination.

As AI and its usage in operations evolves, this document will be updated to reflect those changes. Staff will be notified of any changes to this document.