



## **AMISA Artificial Intelligence (AI) Policy**

(July 31, 2025)

### **Intellectual Property and Privacy**

- We respect the intellectual property and copyright of others and never knowingly violate or use tools that infringe on the rights of others.
- We respect the privacy of others, and we will not share personally identifiable information with AI engines.
- Before using any AI tools, we will ensure that the tools abide by best practices in information security and data privacy.
- We will protect AMISA's intellectual property and not share any AMISA documents with AI engines that are not already available to the general public. In addition, we will carefully review any portions of AMISA documents before putting anything into AI engines to protect personally identifiable information (individuals and AMISA as an organization).
- We will only allow AI recording tools in meetings and events with the approval of the meeting convenor, presenters and all attendees to protect sensitive information and preserve the privacy and accuracy of meeting discussions and events.

### **Responsible Use**

- We will take responsibility for our work and ethically use AI tools.
- Whether aided by AI tools or not, we will be accountable for the quality of our work.
- When AI is used, we will ensure that we review, edit and own the voice and content of all written information and responses we send.
- We will disclose when we use AI for a substantial portion of our work.
- We will monitor AI tools for possible bias and ensure human oversight in all aspects of our use of AI tools.

### **Continuous Learning and Improvement**

- We will adjust this policy as needed to ensure that we use AI tools effectively and ethically at all times.