
ARTIFICIAL INTELLIGENCE (AI) POLICY

1. Purpose and scope

- 1.1. This policy sets out the Standards Commission's approach to the use of Generative Artificial Intelligence (AI) tools. Its purpose is to ensure that AI is used in a way that is lawful, ethical, responsible, and aligned with organisational objectives and existing policies.
- 1.2. This policy applies to all Standards Commission's staff and Members who may use Generative AI tools or platforms as part of their work for the Commission.
- 1.3. The policy does not cover other types of AI (e.g. machine learning for data analysis or classification) and does not address human resources impacts.

2. Principles and key requirements

- 2.1. The following principles guide the Standards Commission use of Generative AI.
- 2.2. **Understanding and awareness:**
Staff and members are required to have a basic understanding of what Generative AI is, including its capabilities, and its limitations.
- 2.3. **Lawful, ethical, and responsible use:**
Generative AI must be used in compliance with legal standards and ethical guidelines, including data protection and privacy requirements. Unauthorised use of Generative AI, such as employing non-enterprise or free AI tools, is strictly prohibited due to the heightened risks they pose to data security and privacy. Additionally, staff and Members must not utilise AI systems to circumvent established security or regulatory controls. The creation or re-creation of content that infringes copyright is also expressly forbidden.
- 2.4. **Security**
The Standards Commission benefits from a shared service agreement with the Scottish Parliamentary Corporate Body (SPCB), under which the Scottish Parliament provides IT services to the Standards Commission in line with its published policies and procedures. The Standards Commission for Scotland must comply with all the provisions in the Scottish Parliament's Information Security policies and procedures and its [Acceptable Use of IT policy](#). Only Generative AI tools approved by the SPCB's Digital Services may be used, and appropriate security measures must be in place to protect organisational data.
- 2.5. **Decision-making**
The Standards Commission will not use Generative AI to make decisions on any cases referred to it by the Ethical Standards Commissioner in respect of its role in adjudicating on potential breaches of the Codes of Conduct,.
- 2.6. **Human oversight and accountability:**

All outputs from Generative AI must be subject to thorough human review. Individuals remain fully accountable for any content they produce or share, and AI-generated material must never be relied upon as the sole basis for decision-making. It is the responsibility of each individual to ensure the accuracy, appropriateness, and integrity of all outputs before use or distribution.

2.7. Accuracy and reliability:

Content generated by AI must be checked for accuracy and reliability before use or distribution.

2.8. Transparency and attribution:

Where Generative AI is used to produce content, acknowledgement should be provided when the AI's contribution is substantial or when the content is wholly or predominantly generated by AI (for example, in the case of entire emails or documents). Routine or minor uses of AI do not require explicit attribution.

2.9. Respect and privacy:

Generative AI must not be used to create or disseminate content that is offensive, harmful, defamatory, or illegal.

2.10. Compliance with Standards Commission's policies:

Use of Generative AI must align with existing organisational policies and frameworks.

3. Roles and responsibilities

3.1. Standards Commission Staff and Members must:

- Use only approved Generative AI tools for work purposes.
- Not input protectively marked data into public or unapproved AI platforms.
- Critically assess and verify all AI-generated content before use.
- Remain fully accountable for content produced with the assistance of artificial intelligence, as AI tools are considered aids rather than replacements for human judgment.
- Report any incidents or concerns related to AI use to the Executive Director or the SPCB's Digital Services.

3.2. The Executive Director and Office Manager must:

- Ensure staff and Members are aware of this policy and receive appropriate guidance.
- Oversee compliance with this policy.
- Seek support from the SPCB's Digital Services or external experts and provide advice accordingly on the secure use of AI technologies.

3.3. SPCB's Digital Services will:

- Approve and maintain secure Generative AI tools.
- Maintain and publish details of approved Generative AI tools.

4. Monitoring, review, and assurance

4.1. The use of Generative AI will be monitored to ensure compliance with this policy.

4.2. This policy will be reviewed at least every three years, or sooner if required by changes in legislation, technology, or organisational needs.

4.3. Staff and Members are responsible for keeping up to date with the latest version of this policy.

APPENDIX A: DEFINITIONS

Generative AI:

Artificial Intelligence systems that can create new content or data, such as text, images, audio, video, or code, based on patterns learned from existing data.

Approved Generative AI tools:

AI tools or platforms that have been formally authorised by the SPCB's Digital Services for use with organisational data and information.

Public Generative AI tools:

AI tools or platforms that are publicly accessible and not specifically approved by the SPCB's Digital Services. These may not meet the SPCB or Standard Commission's standards for data protection, security, or reliability.

Protectively marked data:

Any information that, if disclosed, could compromise the privacy, security, or interests of individuals or the Standards Commission. This includes, but is not limited to, confidential, personal, or commercially sensitive information.

AI-generated content:

Any material (such as documents, summaries, images, or code) produced wholly or in part by a Generative AI tool.