

March 25 legal update

Appendix 1 Key elements of internal policies for the use of Gen AI by employees

- **Scope**
 - **Permitted tools** (*e.g. publicly available and/or internally developed Gen AI tools*)
 - **Permissible use** (*e.g. drafting*)
 - **Policy applicability** (*e.g. for the whole organisation, or specific department*)
- **Protection of personal data privacy**
 - **Permissible types/amounts of input information**
 - **e.g. not permitted** (*e.g. personal, confidential, proprietary of copyrighted data*)
 - **Permissible use of output information**
 - **Permissible storage of output information**
 - **Other relevant internal policies** (*e.g. on information security*)
- **Lawful and ethical use and prevention of bias**
 - Include emphasising the need for employees to verify the information provided by AI (*e.g. fact-checking*)
- **Data security**
 - **Permitted devices** to access Gen AI tools (*e.g. office computers*)
 - **Permitted users**
 - **Robust user credentials**
 - Maintain **stringent security settings** in Gen AI tools
 - Response to **AI incident and data breach incidents**
- **Violations of policies or guidelines**
 - Specify the possible consequences
 - Tips on **AI governance** (*refer to PCPD's AI Model framework; see [our June 24 update](#)*)