

CHECKLIST · AI AT WORK

How to write an AI use policy for a small team, with a template

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- ☐ Download the [government AI policy guide and template](#) and skim the seven policy statements
 - ☐ List every AI tool and AI feature your team uses, and the account behind each
 - ☐ Move work use onto business accounts you control
 - ☐ Write your "never goes in" list, starting with personal and sensitive information
 - ☐ Name one person to approve new tools and keep the register
 - ☐ Start the register using the [AI register template](#) or a spreadsheet
 - ☐ Decide what you tell customers, and update your privacy policy if the Privacy Act applies to you
 - ☐ Share the policy with the team, collect feedback, and book the review date
 - ☐ Brief staff on writing good prompts with our guide to [better AI briefs](#)
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Page 1 of 1