



DPN STAFF AI MISUSE POLICY

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| Version | 2026 January Final (v2026_01f) |
| Last Reviewed | January 2026 |
| Reviewer | Janus Howard |
| Next Review Date | January 2027 |

DPN STAFF AI MISUSE POLICY

POLICY INTRODUCTION

Since November 2022 and the launch of ChatGPT, the development of AI tools for business and personal use has accelerated.

DPN's AI tool usage policy outlines best practices for using artificial intelligence tools in the workplace. As AI becomes more prevalent, it's essential to address security, data protection and responsible use to minimise threats and potential misuse.

POLICY SCOPE

AI tools can automate tasks, enhance decision-making and provide insights into data and information. However, they also information security challenges. AI can pose security threats through potential data breaches and impact the quality and consistency of the work delivered and violate funding rules. To address this challenge, this policy sets out guidance for all DPN staff on secure AI tool usage, especially when handling sensitive data in the workplace.

POLICY PURPOSE

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This policy ensures that all employees use AI tools securely, responsibly and confidentially. The policy has been developed to inform and guide staff on how AI can be used within the workplace.

POLICY STATEMENT

DPN is committed to safeguarding company and learner data while using AI tools

APPROVAL PROCESS

The AI tool should be legally compliant, transparent, accountable, trustworthy, safe, secure and ethical.

Employees must follow security best practices:

RULES OF USE

- Don't input any company confidential, commercially sensitive information or proprietary information.
- Don't use AI tools in a way that could inadvertently perpetuate or reinforce bias
- Don't input any learner or colleague's personal data.
- Do clearly label any AI generated content.
- Do make sure that you or another member of the team have a final decision when using AI to help make a decision which could impact any living person.

Managers and are responsible for ensuring the policy is implemented.

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Violations may result in disciplinary action.