Catholic Charities of the Diocese of Albany
System Wide Standard & Procedure

Standard Category	Information Technology
Standard Title	Use of Artificial Intelligence
Distribution	Systemwide S&P Manual
Person Responsible for this policy	Director of Information Technology
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Attachments	AI Use Request Form AI Training Acknowledgement Form
Approved by: Sister Betsy Van Deusen, CSJ, CEO	S *Betsy Van Deusen*

Standard

Limited use of generative AI tools will be allowed while performing work for Catholic Charities of the Diocese of Albany with the written approval of your Executive Director, the Director of Information Technology, and the Corporate Compliance and Security HIPAA Privacy Officer. Company email addresses, credentials or phone numbers can be used to create an account with these technologies. No confidential or company data of any kind may be submitted (copied, typed, etc.) into these platforms.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the tool, that information cannot be used for work purposes.

Any violation of this policy will result in disciplinary action, up to and including termination.

System Wide Procedure

1. Scope & Acceptable Use

- All employees and contractors using AI tools are responsible for following the guidelines set forth in this Standard & Procedure.
- Before any AI tools are utilized, approval must be sought and received from the Director of Information Technology Services and the Compliance and HIPAA Privacy Officer. Any use of a new AI tool without receiving approval could result in disciplinary action up to and including termination.

- The use of AI should only be for business-related tasks. AI should not be used to replace human oversight and review practices already utilized by agencies throughout CCDA.
- Anyone using AI tools is responsible to ensure that any AI-generated content aligns with company standards and values.
- Any deceptive, malicious, or illegal AI use is strictly prohibited.

2. Data Security & Ethics

- When using any AI tool, staff will not input confidential, proprietary, or personal data into AI. Examples can include the agency name "Catholic Charities", any identifying information about a person including but not limited to name, address, date of birth, diagnoses, medications, social security numbers, etc.
- After any use of AI tools, staff need to review and fact-check the AI-generated content for accuracy and compliance.
- When using AI tools, staff need to be aware of AI biases and avoid misleading or harmful content.
- Keep in mind that any legal, financial, or ethical decisions must be human-reviewed to ensure the decisions made align with agency values and standards.

3. Compliance & Oversight

- To receive authorization to utilize an AI tool, staff must complete the AI Use Request Form and submit it to their Executive Director (ED) or designee. If the ED or designee approves, they will sign off on the form and forward it to the IT Department and Compliance Department for review and approval. Whether approved or not, the form will then be submitted to the Human Resources Department (HR) to put in the employee's personnel file and assign the AI training for completion. The HR Department will then notify the ED or designee of whether or not the request was approved.
- Prior to use of AI tools, staff must receive agency training in the use of AI tools. Once receiving the training, staff are responsible for following the information given in that training. Failure to do so could lead to disciplinary action up to and including termination.
- All AI tools and use is subject to audits and regular review by the IT Department or Compliance Department.
- Any misuse or abuse of AI tools may result in disciplinary action up to and including termination.

AI Use Request Form

Staff Name_____   Date_____

AI Platform(s) requested_____

Intended Use for AI platform(s)_____

_____

Executive Director

_____   _____   _____
Print Name   Signature   Date

Information Technology

_____   _____   _____
Print Name   Signature   Date

Approved: Yes____   No____

If not approved, reason_____

_____

Corporate Compliance

_____   _____   _____
Print Name   Signature   Date

Approved: Yes____   No____

If not approved, reason_____

_____

*Once completed submit to HR for Executive Director notification and to be placed in the employee's personnel file

AI Training Acknowledgement Form

By signing below, I attest that I have received the CCDA training regarding the use of artificial intelligence. I agree that I will follow the guidelines presented in the training. I acknowledge that I have reviewed the agency Standard & Procedure regarding the use of artificial intelligence and will follow the policies outlined in that Standard & Procedure. I understand that if I have any questions regarding the use of artificial intelligence, I can contact the Information Technology (IT) Department or the Compliance Department.

_____

Print Name

_____

Signature

_____

Agency

_____

Date