



SNAPS' AI POLICY

**adapted from the Charity Excellence Framework AI policy template.*

Applicability of this Policy

This policy applies to all employees, volunteers, contractors, trustees, and third-party representatives working on behalf of SNAPS. Its requirements should be reflected in other policies and procedures, agreements and contracts, as necessary.

AI Definition

We define Artificial Intelligence (AI) as the ability of machines or software to perform tasks that would normally require human intelligence. AI systems can process data, learn from it, and make decisions or predictions based on that data. AI is a broad field that encompasses many different types of systems and approaches to machine intelligence, including rule-based AI, machine learning, neural networks, natural language processing and robotics.

AI Governance

All strategic AI decisions and proposals will be subject to scrutiny and approval by the trustee Board. They will be advised on any concerns or breaches in AI use and will review this policy annually to keep up with evolving AI technologies and ethical standards.

Use of AI by our charity will always have appropriate human oversight with humans being responsible for making all final decisions on their output. We will maintain oversight by monitoring AI systems' performance, output, and compliance with this policy on an ongoing basis.

To support this, we will only use AI systems that have been approved by the leadership team at SNAPS, and we will create the necessary guidelines for employees, trustees, volunteers, and contractors for allowing the use of a new AI tool.

Management of Charity AI

We will support our people in adapting to the changes AI will bring by providing them with appropriate support and skills development and take into account their needs, when designing roles and work procedures.



We will ensure that those in our charity with responsibilities for or involvement in AI, understand our charity AI policy, their responsibilities in delivering this and are accountable for doing so. All employees and volunteers will use the approved AI software and but if others are to be considered the employee or volunteer must complete the AI Tool Assessment Form and send this information to their manager for approval by the manager and Chief Executive.

Charity AI Risk Management

Our AI risk analysis has included any specific groups who may be at risk and other reasonably foreseeable uses of the technology, including accidental or malicious misuse. The risks have been identified, and the avoidance/mitigation action put in place will ensure that the level of risk remains within acceptable limits.

Charity AI - Data Protection & Privacy

SNAPS commits to:

- Use accurate, fair, and representative data sets to ensure these are inclusive.
- Not include personal data in data sets or anonymise or de-identify it.
- To maintain human oversight over all AI use and outputs.

We are aware of the ICO guidance on AI and data protection.

Charity AI Ethics

We are committed to genuinely engaging with our stakeholders to ensure that our AI is aligned with their needs and values. We factor into our risk analysis any exclusion or detriment to them based on their identity. We will take reasonable steps to avoid or minimise any exclusion or detriment. We will ensure that any AI created content created respects the dignity of individuals and represents them in the way they would wish to be, including them being accurately depicted.

We will make our AI systems and content as accessible as possible. Insofar as reasonably possible, we will use accurate, fair, and representative data sets to ensure these are inclusive. We will ensure that any AI decisions are understandable and interpretable by stakeholders. This could involve documenting the logic behind which AI systems we use and making sure that the reasoning is accessible to non-technical users.

All reasonable efforts will be made to identify any bias within an AI system we use, to ensure any bias has either been eradicated or mitigated to the point



where it is within an acceptable level of risk. We are open and transparent about any bias within an AI system (that we are aware of) and how we manage this.

Where AI is used to create content, there are appropriate checks and safeguards in place to ensure:

- We are open and transparent that SNAPS uses AI in certain areas of its activities such as document and content creation and research.
- It will not be used for purposes where the use of AI has been specifically not permitted.
- There is always appropriate content moderation by humans, to minimise the potential for errors and bias/defamatory phrases etc.

Environmental Considerations

We are aware of the environmental impact of AI due to its very high energy consumption. We will take this into account when considering our environmental impact. We will only use AI when there is a clear benefit to doing so and seek to make use of any emerging technologies that will help to minimise or mitigate this.

Charity AI Legal Compliance

We will take all reasonable steps to identify copyrighted material. For any such material we use, we will ensure we have their copyright agreement, or it falls within 'fair use', or other exception to copyright, or the Open Government Licence (OGL), or some other free use category.

We will not knowingly use any online material, such as from social media accounts or online galleries, which has been marked as 'NoAI', 'NoImageAI', or similar.

We will take all reasonable steps to ensure that our use of AI does not have a negative impact on the legal rights and/or liberties of individuals or groups and complies with the Data Protection Act.

We will ensure that for any AI use of our data, the data is clean, complete, compliant and anonymous.

Cyber Security

We have robust cyber security procedures that everyone is aware of and complies with consistently to minimise the risk of AI scams.

Version Control - Approval and Review



SNAPS YORKSHIRE CIO
AI POLICY
March 2025

Version No	Approved By	Approval Date	Main Changes	Review Period	Signed
1.0	Board		Initial draft Approved	Annually	

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