AI policy for [company name]

Version: [date] · Responsible: [person in charge]

This template has to be adapted to your company. It is not legal advice. Fill in the blanks in [square brackets] and delete what does not apply.

1 Purpose

This policy sets out how we at [company name] use AI tools such as Claude, ChatGPT or Copilot. It should make work easier while protecting customer data, business secrets and our reputation. It applies to all employees, apprentices and external people working for us.

2 Approved tools and accounts

- Approved for work: [tool, e.g. Claude Team] and [other tool], each only with the company account.
- We do not use private AI accounts, including self-paid ones, for company work.
- New tools, extensions and apps with AI features are reported to [person in charge] before first use.
- When someone leaves, their company account is closed.

3 Data classes: what may go in and what never

Class	Examples	Into AI tools?
Public	Text from our website, published documents, general professional questions	Yes, also in other tools, such as web search or translators
Internal	Internal processes, drafts without names, templates	Yes, only with the company account
Confidential	Names and data of customers and employees, quotes, contracts, financial figures	Only in [approved tool], otherwise remove names and details first
Never	Passwords and credentials, health data, data under professional secrecy or confidentiality obligations, [other]	Never

When in doubt, the stricter class applies. Questions go to [person in charge].

4 Checking results

- AI results can be wrong even when they sound convincing. Whoever uses a result is responsible for it.
- We check figures, quotes, sources and legal statements before using them.
- Anything that goes to customers, authorities or the public is read by a person first.
- Decisions about people, for example on job applications, are always made by a person.

5 Copyright and confidentiality

- We only enter other people's text, images and code if we are allowed to use them.
- AI results can resemble existing works. We check this before publishing, especially for images and code.
- Non-disclosure agreements with customers take precedence over this policy. Anything they cover belongs at least in the class “Confidential”.

6 Reporting incidents

- Anyone who has entered “Confidential” or “Never” data into a tool that is not approved reports it immediately to [person in charge], [phone, email].
- Reporting has no negative consequences for the person reporting. Reporting quickly helps.
- [Person in charge] clarifies whether the Federal Data Protection and Information Commissioner (FDPIC) must be notified (Art. 24 FADP).

7 Responsibility

- [Person in charge] owns this policy, approves tools and keeps the list of approved tools.
- Managers make sure their team knows the policy.
- The policy is reviewed at least [annually] and whenever a new tool is added.

Name	Date	Signature (read and understood)

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