62. Artificial Intelligence Governance Policy

I. PURPOSE:

A. This Artificial Intelligence (AI) Governance Policy is to ensure that all employees of West Chester Township use AI tools and related technology in a secure, responsible and confidential manner. This will ensure public trust through responsible and ethical use while also leveraging AI's advances in productivity, adeptness and creativity.

II. SCOPE:

A. This policy applies to all employees and public officials who have access to Township data and who are using AI technology on behalf of the Township.

III. POLICY:

A. Ethical and Responsible Use

1. Employees who use AI tools are responsible for the outcomes of the AI tools. Employees should avoid using AI in ways that may result in biased outcomes. Employees must actively work to identify and mitigate bias from content produced by AI systems to ensure that the content is fair and inclusive and does not discriminate against any individual or group.

2. Employees must not utilize AI-generated content that does to align with the Township's brand or values.

3. Employees must always verify that all content provided by any AI tool is free from malicious, misleading or inaccurate content.

4. Employees must be aware that most AI chatbots are open-sourced and can contain proprietary or copyrighted results. If results contain proprietary or copyrighted material, the content generated must not be used until the appropriate permissions are granted.

B. Data Privacy and Security

1. Data input into AI tools such as ChatGPT, OpenAI, Canva (including third-party apps), Click UP, Jasper, Grammarly, and Google Bard is not inherently private.

2. Employees must protect all confidential data by never uploading or sharing anything confidential, restricted or protected by law within these AI tools.

3. Employees must not grant external access to AI tools or share login credentials or other sensitive information with third parties without explicit approval from the Information Technology (IT) Department. Doing so can expose the Township to liability through data breaches.

4. Employees must not use any AI-generated source code within the Township's IT systems without having it reviewed by the IT Department for malicious elements.

C. Township Agreements with AI Technology Providers

1. The Township may engage in agreements with third-party AI technology providers to deliver AI services that involve the collection of both sensitive and non-sensitive information from the community. All personal and sensitive information gathered and processed by AI software on behalf of the Township must be safeguarded against unauthorized access, disclosure, or misuse by implementing appropriate data security measures.

2. Employees responsible for managing personal and sensitive data collected by AI systems on behalf of the Township must adhere to the Township's Confidentiality Policy, relevant privacy laws and regulations, and the Township's Code of Ethics.

D. Public Records

1. Data collected by AI systems will be retained as long as necessary for specific purposes and to comply with the requirements of the Ohio Sunshine Laws.