

STEMPOINT AI Policy

1. Introduction

STEMPOINT is committed to using AI-assisted technologies responsibly and transparently. This policy outlines how AI tools are used within the organisation for administrative and educational activities, and the safeguards in place to protect data, privacy, and quality.

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.

2. Scope

This policy applies to all trustees, employees, contractors, and third-party representatives working on our behalf of STEMPOINT when using AI-assisted technologies, including but not limited to ChatGPT, AI-enabled productivity tools, and AI-enhanced platforms.

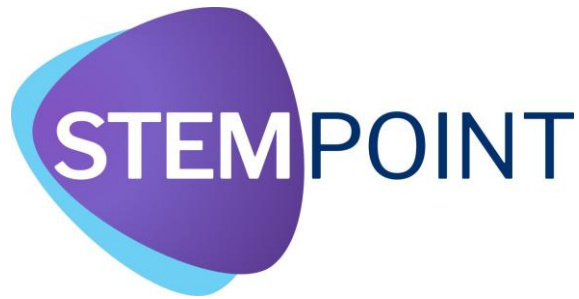
3. Purpose of AI Use

We may utilise AI-assisted tools to:

- Enhance administrative efficiency (e.g., summarising documents, drafting templates).
- Support educational programming (e.g., generating ideas for workshops, creating lesson plans).
- Assist in data analysis, trend spotting, and internal research.
- Marketing and production of promotional materials.

4. Data Protection and Privacy

- AI tools must be used in accordance with UK data protection laws (UK GDPR and the Data Protection Act 2018).
- We will reflect our use of AI in our privacy notice and ensure that no personal data is used in conjunction with AI platforms. We are aware of the ICO guidance on AI and data protection and have reflected any additional requirements in our policies and procedures.



- No sensitive, personal, or confidential data (e.g., identifiable student or staff information) may be shared with AI platforms unless approved and compliant with our privacy policies.
- Only use AI platforms that adhere to robust security and privacy standards.
- All key 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 and our AI performance annually to keep up with evolving AI technologies and ethical standards.
- Use of AI by our charity will 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, impact, and compliance with this policy on an ongoing basis.

5. Accuracy and Oversight

- All AI-generated outputs must be checked by a staff member for accuracy, quality, and appropriateness before use.
- AI-generated content should be treated as a supporting tool, not as a replacement for human judgement.

6. Transparency and Fairness

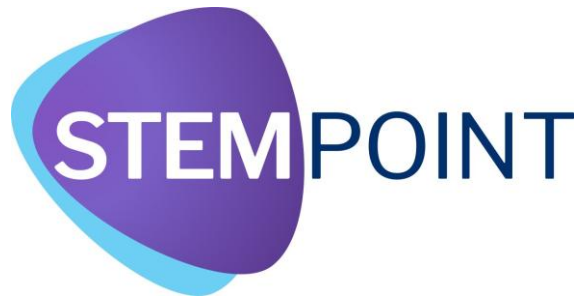
- We will review AI tools periodically to assess potential bias, discrimination, or misrepresentation.
- We are committed to genuinely engaging with our stakeholders to ensure that our AI is aligned with their needs and values. We factor in to our risk analysis any exclusion or detriment to them based on their identity. We will take reasonable steps to avoid or minimise any exclusion or detriment and transparently communicate this. 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. For example, disability equipment or religious dress.

7. Training and Awareness

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

All staff using AI-assisted technologies will be trained on:

- This AI Policy.



- The responsible and safe use of AI platforms.
- Identifying and managing AI-generated errors, bias, or inappropriate content.

8. Cyber Security

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

9. Review

This policy will be reviewed annually or when significant changes occur in AI technologies or regulations.

10. Compliance

All staff and volunteers are expected to adhere to this policy. Breaches may result in disciplinary action in line with STEMPOINT's policies.

V1 – June 2025