

## Sample Artificial Intelligence (AI) Use Policy

### 1. Definitions

- a. Artificial Intelligence (AI): Technology that simulates human intelligence processes, including learning, reasoning and self-correction.
- b. AI Tool: Any software, platform or system utilizing AI capabilities for tasks such as research, drafting or automation.
- c. Confidential Information: All client data, case details, and proprietary firm information protected under professional conduct rules.
- d. Vendor: A third-party provider of AI tools or services to the firm.
- e. User: Any attorney, staff member, or contractor authorized to use AI tools within the firm.
- f. Firm: Refers to [Law Firm Name], including its attorneys, staff, and affiliates.

### 2. Purpose

This policy governs the responsible, ethical, and secure use of Artificial Intelligence (AI) technologies by attorneys, staff, contractors, and affiliated professionals of [Law Firm Name]. Its purpose is to enhance efficiency and client service through AI tools; ensure compliance with professional and ethical obligations; safeguard client confidentiality and firm data; and mitigate risks related to accuracy, bias, and security.

### 3. Scope

This policy applies to all AI tools, systems, or platforms, whether proprietary or third-party, used in connection with the firm's legal practice, administrative operations, or client services.

### 4. Acceptable Use

- a. AI may be used for limited tasks, including:
  - i. Conducting legal research;
  - ii. Drafting and reviewing documents;

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- iii. Analyzing contracts; and
  - iv. Automating administrative tasks (e.g., billing).
- b. Users are prohibited from using AI for the following purposes:
- a. Generating legal advice or filings without attorney review;
  - b. Inputting confidential client data, legal work product, or personal identifying information into unapproved or unsecured AI systems;
  - c. Using AI outputs without verification; and
  - d. Any use that violates laws, regulations, or professional conduct rules.

## **5. Training and Competence**

All attorneys, staff and third party subcontractors must complete mandatory AI training that addresses the following, at a minimum:

- a. Capabilities and limitations of AI tools;
- b. Ethical obligations (competence, confidentiality, communication); and
- c. Risks such as hallucinations and bias.

## **6. Vendor Evaluation Standards**

Before adopting any AI tool, [Law Firm Name] must conduct due diligence on vendor security and compliance to ensure proper encryption standards, certifications, confidentiality protections, breach notification requirements and retention policies. [Law Firm Name] will also confirm that any vendor selected will not use client data for model training unless anonymized and consented.

## **7. Ethical Standards**

Use of AI must comply with the Kentucky Rules of Professional Conduct, including SCR 3.130(1.1), Competence; SCR 3.130(1.4), Communication; SCR 3.130(1.5), Fees; and SCR 3.130(1.6), Confidentiality. Refer to KBA E-457 for questions. Attorneys remain responsible for all legal work, regardless of AI involvement. AI outputs must be independently verified before use.

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## **8. Data Security**

Only firm-approved AI tools may be used. Client data must be encrypted. No confidential information may be entered into public or consumer-grade AI tools. Audit trails must be maintained for all AI-assisted work.

## **9. Monitoring and Enforcement**

The firm will monitor AI usage through access logs and usage reports and will periodically audit AI-assisted work. Violations of this policy may result in disciplinary action, up to and including termination. The policy will be reviewed annually and updated as technology and regulations evolve.

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