

## Sample Simplified Artificial Intelligence (AI) Use Policy

### 1. What is AI?

- AI: Technology that mimics human thinking, like learning and problem-solving.
- AI Tool: Any software or system using AI for tasks like research or automation.
- Confidential Info: Client data, case details, and firm information.
- Vendor: Third-party provider of AI tools.
- User: Anyone authorized to use AI tools in the firm.

### 2. Purpose

- This policy ensures AI is used responsibly to improve efficiency and client service while protecting confidentiality and meeting ethical standards.

### 3. Scope

- Applies to all AI tools used for legal work, admin tasks, or client services.

### 4. Allowed Uses

- General research;
- Legal research;
- Drafting/reviewing documents;
- Contract analysis;
- Automating administrative tasks (e.g., billing).

### 5. Prohibited Uses

- Giving legal advice or filing documents without attorney review;
- Entering confidential data into unapproved AI tools;
- Using AI outputs without checking accuracy;
- Any use that violates applicable laws or ethics rules.

### 6. Training

All staff and third-party contractors must complete AI training covering, at a minimum:

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- How AI works and its limits
- Ethical duties (competence, confidentiality)
- Risks like errors and bias; and
- The law firm's AI policy.

## 7. Vendor Standards

Before using an AI tool, the firm must:

- Check vendor security and compliance;
- Ensure client data isn't used for training unless anonymized and approved; and
- Determine whether client is being billed for AI services and, if so, obtain written consent for costs.

## 8. Ethics

- Follow Kentucky Rules of Professional Conduct. Attorneys are responsible for all work. Always verify AI outputs; and
- Read KBA E-457.

## 9. Data Security

- Use only firm-approved AI tools
- Encrypt client data
- Never enter confidential info into public AI tools
- Keep audit trails for AI-assisted work

## 10. Monitoring

- The firm will track AI use and audit work. Violations may lead to discipline or termination. Policy reviewed yearly.
- The firm will keep records of initial staff training and all subsequent updates.

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