GENTOGEN TECHNOLOGIES

Connecting Technology Across Generations

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AI ACCEPTABLE USE POLICY

Template for small and mid-size businesses | Company: _____ | Effective date: _____

1. Purpose

- AI tools (chatbots, writing assistants, image and code generators, meeting summarisers) save time but can leak confidential data or produce wrong answers.
- This policy tells everyone in the company how to use AI safely and what must never be shared with it.

2. Who this applies to

- All employees, contractors and interns using company systems, accounts or data – on office or personal devices.

3. Approved tools

- Use only the AI tools listed by management: _____ .
- Prefer business or enterprise plans that do not train on our data and give admin control. Do not use free or personal accounts for work data.
- To request a new AI tool, send its name and purpose to: _____ .

4. Never enter this into any AI tool

- Customer or client data (names with contact details, invoices, contracts, project details).
- Passwords, API keys, OTPs, private keys, VPN or server access details.
- Aadhaar, PAN, bank account or card numbers, salary or HR records.
- Tally data files, financial statements or unpublished business plans.
- Source code, network diagrams or configuration files that are confidential.
- Anything covered by an NDA or client agreement.
- If in doubt, remove the sensitive details (use made-up examples) or ask first.

5. Using AI output responsibly

- AI can be wrong. A person must check facts, numbers, code and legal or financial wording before using it.
- Do not present AI output to a client as verified advice without review.
- Check copyright and licence terms before using AI-generated images, text or code commercially.
- Tell your manager when AI was used for a client deliverable if the client has asked for this.

6. Protecting against AI-powered fraud

- Fake emails, voice calls and videos can now look and sound like your boss or a supplier.
- Any request to send money, change bank details or share credentials must be confirmed by a call-back on a number already saved – not the one in the message.
- Do not click links or open files from unexpected messages, even if they look genuine.
- Report suspicious messages immediately.

7. Security settings

- Use MFA on all AI accounts. Do not share logins.
- Do not install unknown AI browser extensions, plug-ins or desktop apps without approval.
- Turn off chat history or data-sharing options where the tool allows it for work use.

8. Reporting a problem

- If you pasted something sensitive, or suspect a data leak or scam, tell _____ (phone: _____) straight away. Reporting quickly is never punished; hiding it makes things worse.

9. Breaches of this policy

- Misuse may lead to disciplinary action and, where required by law or contract, notification to affected parties.
- This policy will be reviewed at least once a year or when tools, laws or client requirements change.

Acknowledgement

I have read and understood this AI Acceptable Use Policy and agree to follow it.

Employee name		**Designation**	
Signature		**Date**	
Approved by (Management)		**Date**	

This is a general template prepared by Gentogen Technologies. Please adapt it to your business and have it reviewed by your legal adviser, especially for data-protection (DPDP Act 2023) and employment requirements.