AI acceptable use policy: starter

This is not legal advice. It is a starting point. Have a lawyer review it before you use it, because rules differ by industry and contract. State privacy laws also differ, so ask a lawyer which ones apply to the customer data your team handles.

Company: _____ Owner of this policy: _____ Date: _____

Purpose. This page says which AI tools we use for work and how we use them, so that nobody has to guess.

1. Approved tools

Tool	What it is for	Kinds of data allowed	Approved by	Date

Use only the tools on this list, with your work account. Contractors who work for us follow the same list.

2. Never enter

Never enter the following into any AI tool, unless the tool is marked on the list above for that kind of data:

☐ Customer or employee personal data (names with contact details, IDs, health or payment details)

☐ Passwords, keys and access codes

☐ Contracts and signed agreements

☐ Source code and internal documents marked private

☐ Other: _____

3. Who approves a new tool

New tools are approved in writing by: _____ (name or role).

To ask, send: the tool name, what you want to use it for, and what data would go in. Until you hear yes, do not use it for work.

4. If you enter something by mistake

Tell _____ (name or role) as soon as you notice, and no later than _____ (for example, the same day). Say what tool, what data and when. We want to hear about mistakes early. Tell us even if you are not sure.

5. Review date

Check the tool list and this page again on: _____ . Next owner of the review: _____

Check the output. A person reads and checks anything AI produces before it goes to a customer or is used for a decision.

Themes drawn from two public documents: NIST AI 600-1, Generative AI Profile (July 2024, voluntary guidance), and the Texas Department of Information Resources AI Acceptable Use Policy (version 1.0, March 2026, written for the people who use that agency's systems). Neither document requires a business to use this page. Free starter from Microve.ai.

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