



Generative AI Acceptable Use Policy

Introduction

This policy provides guidance for the appropriate and responsible use of generative AI technology for business use. It applies to all employees, contractors, and third-party service providers accessing or using generative AI technology on behalf of the company.

Purpose

The policy serves the following purposes:

- 01** Ensure responsible and ethical use of generative AI technology.
- 02** Protect sensitive information, including company secrets, customer secrets, and personally identifiable information (PII).
- 03** Maintain the integrity and reputation of the organization and the commitment to data privacy and security.

Scope

The policy applies to all instances of generative AI use, encompassing text, image, video, and audio generation, for any purpose related to the organization.

Usage Guidelines

Employees, contractors, and third-party service providers must adhere to the following guidelines:

- 01** Do not input proprietary or confidential information into generative AI systems, including company secrets, customer secrets, or PII.
- 02** Verify the accuracy, reliability, and relevance of any AI-generated content before using it officially.
- 03** Use generative AI technology solely for authorized business purposes and in compliance with applicable laws and regulations.
- 04** Immediately report any unintended exposure, misuse of sensitive information, or security breaches involving generative AI technology to the relevant supervisor or security team.



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Employee Acknowledgment

All employees must acknowledge their understanding and agreement to comply with this Policy by signing an acknowledgement form. Failure to abide by this Policy may result in disciplinary action, up to and including termination of employment.

Training and Awareness

RSI Security will provide comprehensive training and resources to ensure employees are well-versed in this Policy and the responsible use of generative AI technology. Regular updates and refresher training sessions will be conducted to maintain awareness and compliance.

Policy Review and Updates

This Policy will be reviewed and updated periodically to address changes in generative AI technology, legal requirements, and the organization's business needs. Employees will be notified of any updates and are required to adhere to the updated Policy.

Want to learn more about **Generative AI** and
how RSI Security can help?

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