



Use of Artificial Intelligence Policy

Applicable to: *All Haines Borough Device Users*

Effective Date: March 6, 2024

1. Introduction

This policy establishes guidelines and procedures for the acceptable use of Artificial Intelligence (AI) tools for Haines Borough employees and contractors. The purpose of this policy is to ensure the responsible and ethical use of AI tools while safeguarding sensitive information and maintaining data privacy and security.

2. Scope

This policy applies to all employees, contractors, and third-party entities accessing or utilizing AI tools on behalf of the Haines Borough.

3. Definitions

- **Artificial Intelligence (AI):** Technologies that enable computers, machines and software to perform tasks that traditionally require human intelligence, including but not limited to machine learning, natural language processing, and computer vision, drafting, technical/creative writing, advertising, etc.
- **Sensitive Information:** Any data or information that, if disclosed or accessed without authorization, could result in harm to individuals, harm to the Borough, breach of confidentiality, violation of privacy laws and regulations, breach of Borough code or harm to borough staff or contractors. Examples of this would be personal information, confidential staff communications, proprietary borough data, financial data, and so on.
- **AI Tools:** PC or mobile device based software applications, algorithms, devices or systems that utilize AI technologies to perform specific tasks or functions.

4. Policy Statement

- All employees and authorized users of AI tools within the Haines Borough are expected to adhere to this policy and exercise diligence in the responsible use of AI tools.
- All employees must obtain explicit, prior permission before using AI tools on any Borough device or using AI tools for any Borough related business or task. Employees must articulate exactly how the AI tool is to be used and are not to exceed these uses. Permission shall be obtained through the Borough Information Technology (IT) Department (sysadmin@haines.ak.us).
- Even if other AI tools were previously authorized, each and every new AI tool **MUST BE** approved by the Borough Information Technology (IT) Department before it is implemented.
- Employees must ensure that AI tools are not granted access to sensitive information unless explicitly authorized and necessary for legitimate business purposes.

- Unless explicitly permitted, AI tools may never be given access or read permissions on any Borough device, data store, email account, etc.
- AI tools shall only be used for approved tasks and activities within the scope of employees' roles and responsibilities. Any use in addition to prior approved use would need to be authorized.
- Employees shall not modify or manipulate AI tools in a manner that could compromise the integrity, accuracy, or security of the tools or the data they process.
- Employees are prohibited from sharing access credentials, API keys or other authentication mechanisms associated with AI tools with unauthorized individuals or entities.
- Employees are prohibited from sharing financial data, HIPPA data, CJIS data, criminal justice data, personal data protected by AS 45.48.090(7), or any other sensitive or confidential data with any AI tool, software or program.

5. Access Control

- If AI is approved to access sensitive information, access to AI tools that process sensitive information shall be restricted to authorized personnel only.
- Employees shall use strong authentication mechanisms, such as multi-factor authentication (MFA), on any devices used to access AI tools and platforms.
- Access permissions for AI tools shall be granted based on the principle of least privilege, ensuring that individuals have access only to the data and functionalities necessary to perform their job duties.

6. Data Privacy and Security

- Employees must adhere to applicable data privacy laws, regulations, and Haines Borough policies when utilizing AI tools.
- AI tools shall be configured and operated in a manner that protects the confidentiality, integrity, and availability of data, including encryption of sensitive data in transit and at rest.
- Employees shall report any suspected or actual breaches of data security or unauthorized access to sensitive information resulting from the use of AI tools to the appropriate authorities immediately.

7. Training and Awareness

- The Haines Borough requires AI awareness training and shall continue to provide training and awareness programs to educate employees on the responsible and ethical use of AI tools, including their obligations regarding data privacy and security.
- Employees shall be responsible for educating themselves on the proper use of specific AI tools they use, including best practices for data handling, security protocols, and reporting procedures.

8. Compliance and Enforcement

- Violations of this policy may result in disciplinary action, up to and including termination of employment, as well as legal consequences in accordance with applicable laws and regulations.
- Employees found to have intentionally or negligently compromised the security or privacy of sensitive information through the misuse of AI tools may be subject to civil and criminal penalties.

9. Policy Review and Updates

- This policy shall be reviewed periodically and updated as necessary to reflect changes in technology, regulations, and organizational requirements.
- The Haines Borough reserves the right to amend, modify, or terminate this policy at any time, with appropriate notice to employees.

10. Policy Acknowledgment

- All employees and authorized users shall sign an acknowledgment form indicating their understanding of, and agreement to, comply with this policy.

11. Policy Contact Information

- For questions or concerns regarding this policy, employees may contact the Haines Borough Clerk.

12. Approval

- This policy has been reviewed and approved by Annette Kreitzer, Borough Manager on March 5, 2024.

Annette Kreitzer

Annette Kreitzer
Borough Manager

3/9/24

Signature Date