# Artificial Intelligence Policy

**Key risks around the use of AI at PIRON:**

- Data Privacy / Breach of Confidentiality: When client-specific or personal data is inputted into Large Language Models (LLM) that use this data to train their models or that sell this data, this can lead to privacy or confidentiality breaches
- False Results/"Hallucination": AI-models often struggle with certain tasks and are likely to make mistakes. Generative AI models are often likely to "hallucinate", meaning that they manufacture facts which are not there, and the models often struggle to precisely reference their sources. If AI-generated results are used without care, wrong information can be published or submitted to clients, leading to reputational risks.
- Biases in results: AI language models were trained with publicly available online data. In their answers, they can recreate biases e.g. assuming as a standard male, abled, white, … users. Being aware of and critically reflecting on AI-created results regarding potential bias is crucial.

**Guiding Principles**

The following usage rules shall help PIRON staff to navigate AI-tools responsibly:

- Accountability: PIRONeers need to be aware that they bare full responsibility for any knowledge products that they create – whether with or without AI. Thus, every information created by AI must be fact-checked with a proper source. It is not enough to ask a language model to name the source and to take that source into a report, as the AI-provided sources can still be made up.
- Safe tools: Only such tools, where full data-security can be guaranteed, should be used by PIRONeers for their work. Especially, when they are planning to input confidential or personal data. In case of doubt, reach out to the member of PIRON's Management Team supervising your work.
- Usage: PIRONeers do what makes sense, but don't spend too much time trying out a tool. AI systems often aim to reduce workload and simplify (work) lives. However, it often costs hours to adapt and improve AI-generated results, which could have been produced much faster (and sometimes better) through traditional modes of work.
- Monitoring of new developments: Every PIRONeer is encouraged to take one hour per month to research the best new AI tools and send their results to PIRON's Management Team. Through this, we stay up-to-date with regards to the newest tools and opportunities and can decide to adapt new technology when seeing them fit.

**We will regularly review and internally discuss our progress, and ensure this Policy remains relevant to the needs of all stakeholders, especially PIRONeers.**

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