AI Use Policy

Currently in Force

1. **Control personal data:** Comply with existing UK and EU GDPR rules for any personal data processed by your AI systems.

February 2025

2. **Decommission banned AI:** Immediately stop using systems flagged as an unacceptable risk.
3. **Educate your workforce:** Deliver targeted AI literacy training to relevant staff and securely retain evidence of their understanding.
4. **Put an AI policy in place:** Establish internal governance rules detailing acceptable AI use.

2 August 2026

5. **Apply transparency labels:** Explicitly inform users when they are interacting with an AI system, such as a chatbot.

2 December 2026

6. **Implement watermarking:** Apply machine-readable watermarks to AI-generated synthetic content.

Before High-Risk Deployment (Hard deadlines of 2 December 2027 for standalone systems, and 2 August 2028 for embedded systems)

7. **Inventory all AI tools:** Catalogue every AI system your business uses, builds, or buys.
8. **Classify your systems:** Map each tool against the AI Act's risk tiers.
9. **Update vendor contracts:** Renegotiate supplier agreements to guarantee access to compliance documentation and audit rights.
10. **Execute impact assessments:** Complete Fundamental Rights Impact Assessments (FRIAs) and Data Protection Impact Assessments (DPIAs).
11. **Establish technical controls:** Ensure high-risk systems have active automated event logging and up-to-date technical documentation.
12. **Assign human oversight:** Appoint trained personnel to actively monitor high-risk AI with the authority to override it.
13. **Set up incident reporting:** Create an internal pipeline to report serious AI incidents to authorities within 72 hours.