

Artificial Intelligence (AI) Use Policy for Startin Group

Policy Statement

Startin Group is committed to harnessing the transformative power of Artificial Intelligence (AI) in a responsible, ethical, and transparent manner. This policy outlines the principles and guidelines for the use of AI within our company to ensure our practices reflect our values and meet regulatory requirements.

Scope

This policy applies to all employees, contractors, and third-party partners involved in the development, deployment, or management of AI systems for Startin Group.

Objectives

1. **Ethical Use:** Ensure AI technologies are used ethically, respecting human rights and freedoms.
2. **Transparency:** Maintain transparency in AI operations to foster trust among all employees and directors.
3. **Accountability:** Establish clear accountability for AI-driven decisions and actions.
4. **Compliance:** Adhere to all relevant laws, regulations, and industry standards regarding AI use.

Principles

1. **Fairness:** AI systems should operate without bias, ensuring fair treatment for all individuals and groups.
2. **Transparency:** The operation of AI systems should be understandable and explainable to users and directors.
3. **Privacy:** Protect the privacy and data security of individuals whose data is processed by AI systems.
4. **Safety:** Ensure AI systems are safe and secure, mitigating any potential risks to individuals or society.
5. **Accountability:** Assign responsibility for AI outcomes and establish mechanisms for addressing any adverse impacts.

Guidelines

1. **Data Management:**
 - Ensure data used in AI systems is accurate, relevant, and up-to-date.
 - Obtain necessary consents for data collection and use.
 - Implement robust data protection measures to safeguard personal information.

2. **Employee Training:**

- Provide ongoing training for employees on the ethical use of AI and data protection.
- Encourage a culture of responsibility and ethical awareness in AI.

3. **Third-Party Vendors:**

- Ensure third-party vendors comply with our AI use policy and relevant legal requirements.
- Include AI ethics and compliance clauses in contracts with third-party vendors.

4. **Continuous Improvement:**

- Regularly review and update AI systems and policies to reflect new insights, technologies, and regulatory changes.
- Encourage feedback to improve AI practices and address concerns.

Governance

- Conduct regular audits to ensure compliance with the AI use policy.
- Report any AI-related incidents to senior management and relevant authorities as required.

Breach of Policy

Non-compliance with this policy may result in disciplinary action, including termination of employment or contracts. Any breaches will be investigated promptly and thoroughly, with appropriate remedial actions taken.

Contact Information

For any questions or concerns regarding this policy, please contact Richard Burman, IT Business Analysis.

Review and Revision

This policy will be reviewed annually and updated as necessary to ensure its continued relevance and effectiveness.

Approved by: Startin Directors

Date: July 2024

This policy aims to foster a responsible AI environment within Startin Group, ensuring that the benefits of AI are realised while mitigating potential risks and maintaining public trust.