CLEAR GATE SYSTEMS

Your One Page AI Acceptable Use Policy

A template your staff can read in five minutes

From Clear Gate Systems. Free to use and adapt inside your own business.

Your people are already using AI at work. Some of them are using tools you know about. Some are using tools you do not. Two in three Irish SMEs report staff using free or public AI tools at work.[1] A short policy gives everyone a straight answer on what is allowed.

An AI acceptable use policy does exactly that. For most Irish SMEs it fits on a page. It is usually the first piece of AI governance worth writing down.

Two sets of rules sit behind it. GDPR governs how you handle personal data. The EU AI Act governs how AI is used, and includes a duty to give staff working with AI a sufficient level of AI literacy. Writing this page is how you meet both, and it gives your team a clear answer on which tools they can use to save time.

How to use it. Fill in the blanks, keep the language plain, and send it to all staff with a short covering note from the managing director. Review it every six months, or sooner when a new tool turns up.

[Your business name] AI Acceptable Use Policy

Version: 1.0 | **Date:** _____ | **Owner:** _____ | **Next review:** _____

Why this policy exists

We use AI tools where they help us do better work. This page sets out which tools you may use and what you must never put into them. It applies to everyone, including contractors. If anything here is unclear, ask the owner named at the bottom.

1. AI tools you may use

Tool	What it may be used for	What it must not be used for

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Is the tool you want missing from this list? Ask before you use it. Section 5 shows you how and you will get an answer inside ten working days. Checking first is a two minute job. Using an unapproved tool without asking is dealt with under section 7.

1a. The guidance you get before you start

Before you use an approved AI tool, you will be given short guidance suited to your job. It covers what the tool is good at, where it tends to get things wrong, what you must never put into it, and how to check what comes out. Anyone who signs off AI assisted work gets a longer session, because checking the work takes more than using the tool does.

We keep a record of who has had that guidance and when. There is a reason for the record. Article 4 of the EU AI Act has applied since February 2025 and requires businesses to make sure staff working with AI systems have a sufficient level of AI literacy.[2] The guidance is how we meet it. The record is how we show it.

2. What must never go into an AI tool

Never enter any of the following into any AI tool without written approval from the policy owner:

- Client personal data, including names, contact details, and anything about an identifiable person
- Commercially confidential information, including our pricing and our contracts
- Financial forecasts and anything not yet public
- Staff records of any kind
- _____ *(add your own, for example health and safety incident reports)*
- _____ *(add your own, for example draft tender submissions)*

If you are unsure, ask. Treat anything borderline as though it is already on the list.

3. Checking AI work before it goes anywhere

AI tools produce confident answers that are sometimes wrong. Read everything before it goes out. Any work produced with AI help must be checked by a person before it reaches a client, a regulator, or a decision. The person who sends the work is responsible for it, whatever produced the first draft.

4. Telling people when AI was used

We tell clients that AI was involved in producing their work when: _____

(Common answers: whenever AI drafted client facing content, whenever AI was used in analysis a client relies on, or never, because we only use AI internally. Pick the one that is true for you and say it plainly.)

5. Asking for a new AI tool

Send a short request to _____ covering three things: which tool, what you want to use it for, and what information would go into it.

Please also answer these two, because they decide how closely we need to look:

- Would the tool's output influence a decision about someone's job, their pay or promotion, their credit or insurance, or their access to a service we provide?
- Does the tool use biometric information, such as face recognition, voice recognition, or emotion detection?

A yes to either means the tool carries extra obligations under the EU AI Act, so it needs a closer look before approval. Say so in your request. Flagging it early gets you an answer faster, because the review starts with the right information in front of it.

You will get an answer within ten working days. Please wait for it before you start using the tool.

6. If something goes wrong

If you think confidential information has gone into an AI tool, or an AI produced output has caused a problem, tell _____ the same day. Nobody is in trouble for reporting something early. The problems that get expensive are the ones that stay quiet.

7. If this policy is broken

Breaches of this policy are handled under our normal disciplinary procedure. Deliberately entering client personal data or confidential business information into an unapproved tool is treated as a serious matter.

8. Who owns this policy

Policy owner: _____ **Approved by:** _____ **Date:** _____

The owner keeps the approved tool list current and answers new tool requests. This policy is reviewed every six months. We keep a record of who received it and when, along with what each review changed.

Fill this in and send it out. Your staff know which tools they may use and what must never go into them. You know what is in use across the business. That is the whole job.

This policy is step 2 of five. What Good AI Adoption Looks Like sets out the rest of the road, and what comes after this one.

A policy built for your business names your actual tools and your actual data types, and comes with a staff briefing so it lands. If you want help getting yours to that point, the first thirty minute call is free. No obligation.

Eileen Weadick, Clear Gate Systems
Clear Gate Systems helps Irish SMEs build AI capability safely, with AI governance and EU AI Act compliance built in automatically.
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This document is for information only and does not constitute legal advice.

Sources

[1] Trinity College Dublin and Microsoft Ireland (2026). The AI Economy in Ireland 2026, p.15. https://www.tcd.ie/media/tcd/business/research/TCD--AI-Economy-Report-2026-Web.pdf

[2] Regulation (EU) 2024/1689 (EU AI Act), Article 4, AI literacy. https://artificialintelligenceact.eu/article/4/