

AI POLICY TEMPLATE FOR STARTUPS

AspirixWriters · AI Governance Series
Author: Dr. Rekha Khandelwal
aspirixwriters.com

How to use: Fill in every [bracketed] field. Share with all staff, freelancers, and contractors. Review every six months. This template is for guidance only and does not constitute legal advice — consult a qualified professional for advice specific to your situation.

1. COMPANY INFORMATION

Company name: [Your Startup Name]

Policy version: 1.0

Effective date: [DD Month YYYY]

Policy owner: [Name / Role]

Approved by: [Founder / CEO Name]

Next review: [Date — max 6 months]

2. PURPOSE

[Company Name] supports responsible use of AI tools to improve productivity. This policy defines which tools are approved, what data may be shared with AI systems, and who reviews AI outputs before use.

3. SCOPE — WHO THIS COVERS

- All full-time and part-time employees
- Freelancers and contractors on company projects
- Interns and advisors with access to company data
- All AI tools: ChatGPT, Claude, Gemini, Copilot, and others

4. APPROVED AI TOOLS

Tool	Approved Plan	Use Case
ChatGPT	Business or Enterprise only (not free or Plus for work data)	Drafting, research, summarising
[Tool 2]	[Plan]	[Use case]
[Tool 3]	[Plan]	[Use case]

Any tool not listed above requires written approval from [Policy Owner] before work use.

5. DATA CLASSIFICATION RULES

Check the category before sharing anything with an AI tool:

GREEN	Safe to share — public information, general research, anonymised examples, non-confidential drafts
AMBER	Paid plans only — internal documents, meeting notes, product roadmaps, team communications
RED	Never share externally — client personal data, source code, financial records, legal advice, NDA-covered documents

6. PERMITTED USES

- Drafting emails, reports, proposals (human review before sending)
- Summarising internal meeting notes (Amber data rules apply)
- Brainstorming, outlining, and creative work on non-sensitive topics
- Coding assistance — no proprietary code on personal or free accounts
- Research on publicly available, non-confidential topics
- Generating anonymised training examples or sample data

7. PROHIBITED USES

- Sharing any Red-category data with any AI tool
- Using personal free-tier accounts for any work involving client or company data
- Making final hiring, credit, or performance decisions using AI output without human review
- Impersonating a real person or presenting AI-generated content as verified fact
- Using AI to circumvent legal, compliance, or security controls
- Using unapproved AI tools for work tasks without written permission

8. HUMAN REVIEW REQUIREMENTS

The following AI outputs must be reviewed by a qualified team member before use:

Output Type	Reviewer
Legal documents, contracts, compliance text	Legal advisor / senior management
Financial reports, client proposals	Finance lead / account manager
Hiring materials, job descriptions	HR lead
Customer-facing content	Department head
Production code	Senior developer / tech lead

9. WHAT TO DO IF SOMETHING GOES WRONG

If you accidentally share data with an AI tool that should not have been shared:

- **Step 1:** Stop immediately. Do not continue the session.
- **Step 2:** Report to [Policy Owner] within [e.g. 24 hours].
- **Step 3:** Do not delete records — preserve the conversation log.
- **Step 4:** Policy owner assesses and notifies affected parties if required.

10. KEY COMPLIANCE NOTES

- **GDPR:** Processing EU residents' personal data through ChatGPT requires a Data Processing Agreement (DPA). Available on Business and Enterprise plans only — not on free-tier accounts.
- **India DPDP Act, 2023:** Personal data of Indian residents requires defined purpose, data minimisation, and adequate security safeguards.
- **EU AI Act:** AI used in hiring, credit, or performance decisions may be classified high-risk under Annex III, requiring transparency, documentation, and human oversight.
- **Plan terms change:** Verify current ChatGPT data-handling defaults at openai.com/policies before any compliance decision.

Team Member Acknowledgement — I have read, understood, and agree to follow this AI Policy.

Name: _____

Signature: _____

Date: _____