

Cancer52 Artificial Intelligence Acceptable Use Policy

Purpose

Publicly available applications driven by generative artificial intelligence (GenAI), such as ChatGPT, Google's Gemini or Bard, Microsoft Co-Pilot, or image generators (SORA, DALL-E 2, Midjourney) have increased in popularity in recent years. While such tools may offer significant opportunities to streamline work and increase our efficiency, they come with notable security, accuracy, and data protection risks.

This policy outlines the unique issues raised by AI solutions, provides clear guidelines for its acceptable use, and protects the organisation's confidential or sensitive information. Cancer52 is dedicated to the safe and responsible use of AI technologies, particularly generative AI, harnessing their potential to foster innovation while maintaining strong ethical and governance standards.

Scope

This policy applies to all individuals affiliated with Cancer52 including employees, contractors, consultants, temporary workers, volunteers and 3rd party entities operating on behalf of the organisation (hereafter referred to as staff).

This policy covers the use of any third-party public access AI tools, including Co-Pilot, ChatGPT, Claude, Google Bard, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, images, collateral, or perform certain tasks.

Recognised Use Cases

Having regard to the relative benefits and risks of AI usage in relation to each, the following use cases for AI within the business are considered acceptable:

- **Search & Data Analysis:** Staff are permitted to use AI for generic research, data analysis, and generating insights, particularly useful in business intelligence, market research, and academic endeavours.
- **Project Management:** AI may be effectively leveraged for project tracking, status reports, resource allocation, and alternative path recommendations.
- **Enhancing Innovation & Productivity:** Applying AI for tasks including content generation, brainstorming, problem solving and quickly producing marketing collateral.

Administrative Tasks: A range of solutions exist to assist in automating routine administrative tasks, enhancing efficiency and freeing up human resources for more complex activities.

Acceptable Use

Any use of AI must be made with due regard to the risks associated with the technology. Whilst AI solutions allow for the finding and compiling of data with increased efficiency, this is not without its pitfalls.

- Staff must carefully review any content generated by AI before use. AI solutions are prone to '**hallucinations**' – false or incorrect answers based on stale or incomplete information.
- Hallucinations can often be corrected by asking the tool to cite its sources. If you are still unsure, you should take steps to manually verify generated content.
- Carefully consider what information you input into any AI solution. Any information fed into a publicly accessible AI tool may then be accessible elsewhere. If you are using the tool for a task which involves business information or personal information of staff or clients, consider the sensitivity of that information before proceeding.
- If you wish to use a solution not listed in the Appendices to this policy, you **must** seek written approval from your line manager before proceeding.

The above guidance should be read in conjunction with the firm's Data Protection and Data Security policies.

Unacceptable Use

AI must **never** be used for critical decisions requiring human judgment, ethics, and discretion - especially in areas affecting individuals or the organisation - without effective human oversight. AI must never be used for the making of decisions relating to recruitment, hiring, retention, promotions, discipline, demotion or performance monitoring without effective human intervention.

Use of confidential business information, personal data or special category data in AI solutions is strictly prohibited where the solution has not been formally approved by the Chief Executive and listed in the below Appendices.

Examples of information which must not be input include:

- Passwords, usernames and other work credentials.

- Personal or special category data relating to clients.
- Any business documents marked confidential or sensitive.

Doing so means the data will be shared with the tool, used to train these public AI models, and the data will effectively enter the public domain. This risks involuntary disclosure of client/company information and may result in a data breach.

If you have reason to believe confidential information has been used in an unapproved AI solution, you must report this to the Chief Executive as soon as possible.

Where AI has been used in the processing of client personal data, this must be made clear to the client in relevant company privacy notices. Failure to do so constitutes a breach of the UK GDPR's Transparency principle.

AI tools must not be integrated into firm IT systems. Any integration presents a significant risk to our IT security and must undergo full review by our IT department before approval.

Risk Management

Prior to approval of AI technologies, Cancer52's Executive Team must carry out a thorough risk assessment of the proposed solution. In the context of personal data processing, this will involve the completion of a Data Protection Impact Assessment.

Any risk assessments should include evaluating the potential for harm, bias, discrimination, and unintended consequences likely to result from the use of the solution.

The Chief Executive will be responsible for sign off and approval of risk assessments and must report the results of these to the board of trustees at regular intervals.

At least annually, the Executive Team will review the approved solutions to identify any changes in risk and where necessary put in place further mitigations. Where an unacceptable level of risk is identified, the Chief Executive may delist the solution and prohibit all staff from any further use.

Non-Compliance

Failure to comply with this policy may result in formal disciplinary action, including but not limited to warnings, suspension or dismissal, as appropriate. Legal consequences may also apply for violations of applicable laws, notably UK GDPR.

Further Review

This guidance will be periodically updated as our understanding of AI technology and its implications develops. For questions or concerns about this policy, please contact the CEO at chris.walden@cancer52.org.uk

June 2026

Appendix A: Approved Platforms for all purposes (including use of some Company or Personal data) as of 30th April 2026

- Copilot

Addendum B: Reviewed platforms approved for general purposes and non-privileged/non-personal data as of 30th April 2026

- Copilot
- Claude
- Chat GPT
- Google Bard
- DALL-E
- Midjourney
- other similar applications that mimic human intelligence to generate answers, images, collateral, or perform certain tasks.