

## AI Policies

- 1) These policies relate to my use of Artificial Intelligence and other modern decision-making technology, which are together referred to as **AI** in this document.
- 2) **AI** can be very useful in many situations. However, like any type of tool in any circumstances, **AI** is no good in the wrong hands and can be harmful if used ignorantly.
- 3) Notaries are specialist lawyers, and I have always believed that words are the tools of a lawyer's trade. I still prefer to use my own drafting skills when I prepare documents, but in the limited circumstances when I may have to use **AI**. I shall do so responsibly, securely, openly, with integrity and always preserving confidentiality and privacy.
- 4) Because I do not employ anybody else in my practice, I do not need to manage their use of **AI** or to be concerned with how they use it. However, because I am personally accountable for everything I do in my practice, I shall always carefully consider how I should use **AI** myself and what impact it may have.
- 5) I shall use **AI** in accordance with best practice and the professional conduct rules that govern my work.
- 6) As with everything I do, in my use of **AI** I shall respect individuals' rights and the diversity of the Clients and other people I serve.
- 7) I am accountable for my use of **AI**, so shall I always consider first whether it is necessary, what its benefits and risks may be, and whether and how I should use it.
- 8) I shall use **AI** in ways that protect confidentiality and privacy. I shall apply necessary security checks when I use AI to process Client and personal information.
- 9) I engage openly with my Clients and others regarding my use of **AI**. If asked, I shall provide Clients and (when necessary) third parties with appropriate information about how I use their information with **AI**.
- 10) Because commercial **AI** programs can be changed from time to time by the developers who create them, I shall try to review and address all safety and security risks for so long as I use them.
- 11) Generally, I shall always try to make sure that my use of **AI** conforms with my **AI** Policies