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## Generative AI Usage Policy for Governmental Entities Template

*(This document is related to the Privacy Program requirement under The [Utah Government Data Privacy Act](#))*

### 1. Purpose and Scope

1.1. This policy outlines the principles and guidelines governing the use of Generative Artificial Intelligence by governmental entities. It aims to promote responsible, ethical, and transparent GenAI deployment to benefit Utah residents and society as a whole.

1.2. Generative AI (GenAI) refers to a class of artificial intelligence systems that are capable of generating content, such as text, images, video, or audio, based on a set of input data rather than simply analyzing or acting on existing data. GenAI technology is rapidly being incorporated into common online tools as standalone systems or embedded within other applications. These systems have the potential to support many state services; however, their use also raises important questions, particularly around the sourcing of training data, ensuring proper attribution of generated content, and the handling of sensitive or public data, accuracy of outputs, bias, and stability.

### 2. Ethical and Legal Compliance

2.1. Governmental entities must adhere to all applicable laws, regulations, and ethical standards when using GenAI. They must respect individuals' rights and privacy, avoid discrimination, and ensure fairness in GenAI-driven decision-making or document producing processes.

2.2. Any GenAI use or deployment that may impact human rights or well-being, such as in public services, should undergo rigorous legal and ethical review, with a Privacy Impact Assessment at its core.

### 3. Data Privacy and Security

3.1. Governmental entities must prioritize data privacy and security when using GenAI. They should implement robust data protection measures and ensure compliance with relevant data protection laws.

3.2. Data used for GenAI training and decision-making must be accurate, up-to-date, and obtained legally. Transparent data management practices should be in place.

3.3. It is of utmost importance that governmental entities do not share any personal, confidential, protected, controlled, or otherwise regulated data with GenAI systems. Generative AI models can produce text or content that may inadvertently disclose sensitive information or create misleading

content, and the content is not guaranteed to be kept confidential by the operator or provider of GenAI.

3.4. Access to the tools should be logged, limited by roles/least privilege and available for monitoring.

#### **4. Transparency and Accountability**

4.1. Governmental entities must be transparent about the use of GenAI. Information about GenAI systems, their purpose, and the policies on how the entities use GenAI should be made accessible to the public, where possible.

4.2. Accountability mechanisms should be established to address GenAI-related errors and adverse impacts. Entities must be prepared to rectify issues promptly and respond to requests.

#### **5. Bias and Fairness**

5.1. Governmental entities must actively mitigate bias and ensure fairness in using GenAI. Continuous monitoring and auditing of the use of GenAI systems for discrimination are essential.

#### **6. Human Oversight**

6.1. GenAI should assist human decision-makers and not replace them entirely. Human oversight should be maintained in critical decisions, particularly those affecting individuals' rights and liberties.

6.2. Governmental entities should ensure that personnel involved in GenAI deployment receive appropriate training and understand the capabilities and limitations of AI systems, including understanding that GenAI can produce completely false results.

#### **7. Liability and Ownership**

7.1. Governmental entities using Gen-AI technologies should establish clear lines of accountability for the decisions made or actions taken by those who rely on GenAI systems and appoint owners or coordinators of AI tools and processes.

7.2. Governmental entities should implement appropriate preventative, monitoring and corrective measures to reduce adverse impact resulting from GenAI deployment.

7.3. In the event of errors, or adverse impacts resulting from GenAI deployment, the entity responsible for the use of the GenAI system shall understand they may be found liable for the harm caused.

7.4. Entities should require the same or more stringent requirements of their vendors producing, developing, assisting with or accessing the AI tools the entity uses.

## **8. Review and Revision**

This policy should be reviewed and updated regularly to adapt to evolving GenAI technologies, legal frameworks, and societal expectations.

## **9. Dissemination**

This GenAI Usage Policy should be made readily available to all employees and stakeholders within governmental entities and the public.

Effective Date: [Date]

Policy Owner: [Name and Contact Information]

Policy Review Date: [Date for Next Review]