

Carers Federation Artificial Intelligence Policy



1. **Purpose:**

We may use Artificial Intelligence (AI) tools to enhance our operations, improve communication, and support our mission efficiently. This includes automating tasks like data analysis and content creation.

2. **Transparency:**

AI is used to assist, not replace, human decision-making. We will always inform stakeholders when AI-generated content or decisions are involved.

3. **Data Protection:**

We prioritize data privacy. Any AI tools that process personal or sensitive data comply with relevant data protection regulations (e.g., GDPR). We will only use anonymized data unless explicit consent is given.

4. **Ethical Use:**

AI, when used, is implemented responsibly, ensuring it aligns with our values and avoids bias, harm, or unfair treatment.

5. **External Candidates and AI Use in Submissions:**

External candidates who submit assignments or work to The Carers Federation Ltd. are required to be clear and transparent if they have used AI tools in the creation of their work. This includes disclosing whether AI was used to generate, edit, or analyze content. Using an external AI tool without transparency will be considered as plagiarism. Lack of transparency regarding AI use may result in disqualification or reassessment of the submission, as we value originality, fairness, and integrity in all work submitted.

Please follow link below to see the City & Guilds position statement on AI, for the use and misuse of AI in City & Guilds non-examined assessments

<https://www.cityandguilds.com/delivering-our-qualifications/position-statement-on-ai>

6. **Human Oversight:**

All AI-driven processes are supervised by staff members, ensuring that human judgment remains central in decision-making.

7. **Continuous Learning:**

We will stay informed about AI developments to ensure its ethical and effective use in furthering our charitable objectives.