

Billesdon Surgery

Artificial Intelligence (AI) Policy

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This policy applies to:	All staff
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Version Control Record

Version	Description of change(s)	Reason for change	Author	Date

1. Introduction

This Artificial Intelligence (AI) Policy outlines the principles and guidelines for the responsible use and deployment of AI technologies within Billesdon Surgery. The goal is to ensure that AI is used in a manner that aligns with ethical standards and safeguards human rights and privacy.

2. Scope

This policy applies to all employees, contractors, and third parties involved in the development, deployment and utilisation of AI technologies at Billesdon Surgery. It encompasses all AI-driven systems, products, services and research projects.

3. Guiding Principles

We commit to using AI in a responsible, transparent and accountable manner. The following guiding principles will be adhered to:

a. Fairness and Non-Discrimination

AI systems must be designed, developed and deployed to ensure fairness, avoiding biases based on race, gender, age, religion, or other personal characteristics. Efforts will be made to identify, assess and mitigate any form of bias in AI models.

b. Transparency

We will ensure transparency regarding how AI systems are developed and used.

c. Accountability

We will establish clear accountability for AI systems, including who is responsible for their outcomes, maintenance and oversight. Employees and contractors must follow this policy and report any concerns regarding AI systems or their impacts.

d. Privacy and Data Protection

AI technologies must comply with all applicable data protection and privacy laws, including but not limited to GDPR and other relevant regulations. Personal data must be handled responsibly, ensuring user consent and confidentiality.

e. Safety and Security

AI systems must be developed and deployed with safety and security in mind. We will prioritise risk assessments to identify potential hazards, vulnerabilities and ensure that appropriate safeguards are in place to prevent harm to individuals, the organisation or society at large.

f. Human Oversight

AI systems should operate under human oversight, ensuring that decisions made by AI models can be reviewed and challenged when necessary. We will also maintain the principle of human judgement in critical decision-making processes.

4. Alignment with Human Rights

AI technologies must be aligned with fundamental human rights principles, ensuring respect for dignity, freedom of expression and the right to privacy.

5. AI Risk Assessment

We will conduct regular risk assessments for AI systems, focusing on:

- Identifying and mitigating potential harms to individuals, communities and the environment.
- Evaluating the impact of AI systems on the workforce and society.
- Implementing continuous monitoring and auditing to detect and resolve issues early.

6. Data Usage and Governance

AI models rely on data to function effectively. We commit to:

- Ensuring data used for AI development is accurate, relevant and collected with proper consent.
- Enforcing strict data governance policies to protect the quality and integrity of data.
- Minimising data collection and ensuring compliance with all relevant privacy regulations.

7. Training and Awareness

We will provide ongoing training for employees, contractors and stakeholders on the ethical use and implications of AI. This includes awareness of potential biases, data privacy issues and the responsible deployment of AI systems.

8. AI Transparency and Communication

We will maintain open channels of communication with employees and external stakeholders about the AI technologies we deploy. This includes providing information on how AI systems work and how they affect users.

9. Compliance and Legal Considerations

All AI systems and processes must comply with applicable laws, regulations and industry standards. This includes, but is not limited to, intellectual property laws, antitrust regulations and data protection laws. We will stay informed about new and evolving AI regulations and adapt our practices accordingly.

10. Policy Review and Updates

This policy will be reviewed regularly to ensure its relevance and effectiveness. Updates will be made in response to technological advancements, regulatory changes and any issues or concerns raised regarding AI use within the practice.