AIYA Artificial Intelligence Policy

1. Introduction

The Australia-Indonesia Youth Association (**AIYA**) is committed to upholding ethical and transparent practices in all aspects of its operations. As artificial intelligence (**AI**) technologies continue to advance, AIYA recognises both the significant benefits of AI and the potential risks associated with its use.

The AIYA Artificial Intelligence Policy (**the Policy**) sets out the principles, guidelines, and best practices governing the responsible use of AI tools within AIYA. The Policy aims to ensure that AI is used in a way that aligns with AIYA's values and mission.

1.1 Application

This Policy applies to all AIYA volunteers, including the material created by members and the activities they are involved in.

1.2 Purpose of the Policy

The purpose of this Policy is to provide a clear framework that will:

- Promote ethical and responsible use of AI tools
- Safeguard the privacy of data processed by AI systems
- Mitigate risks associated with AI use while harnessing its benefits

1.3 Definitions

Artificial intelligence (AI) **tools** are computer systems that process data or prompts to produce outputs such as any form of text, images, audio, or video.

AIYA volunteer means an AIYA member who has an official volunteer role in AIYA, including Executive, National and Chapter committee members.

Intellectual property includes copyright, trademarks, patents designs, and moral rights.

Confidential, private, or sensitive information includes an individual's name, contact details, residential address, photo, video, or any information not publicly available.

Material created by members and the activities they are involved in includes:
- Publications, brochures, manuals, reports, fact sheets, action plans, and annual reports (such as the AIYA Annual)
- Promotional and advertising materials
- Social media graphics and posts
- Photos, videos, and audio from AIYA events
- Meetings, such as committee meetings and volunteer interviews

2. Responsible AI Use

2.1 Permitted use of AI
AIYA volunteers may use AI tools to assist with:
- Editing or proofreading text that does not contain AIYA Intellectual Property or confidential, private, or sensitive information
- General brainstorming or idea generation

AI tools must be used as supporting tools only, and volunteers remain fully responsible for the accuracy, appropriateness, and integrity of any final material.

2.2 Prohibited use of AI
AIYA volunteers must not use AI tools for:
- Making or substantially influencing decisions relating to organisational processes, such as recruitment or financial management.
- Generating or designing content, including by materially enhancing original images or videos.
- Recording, transcribing, or taking notes during interviews or meetings.
- Editing or proofreading text that contains AIYA Intellectual Property or confidential, private, or sensitive information

Any AIYA volunteer who does not comply with the above will be subject to the schedule of sanctions set out in Clause 6 of AIYA Member Code of Conduct.