



## Artificial Intelligence Usage Policy

### Policy

This policy aims to establish guidelines for the responsible and ethical use of Artificial Intelligence (AI) technologies within Summit County's digital infrastructure. Its goal is to protect personal and organizational data, uphold the privacy rights of residents, employees, and stakeholders, and ensure that AI tools are only used in a lawful and transparent manner.

### Procedure

#### Consent for AI Use:

AI systems may only be deployed or used by individuals or agencies after obtaining explicit, informed consent from the Office of Information Technology.

Consent must be granted in writing or via electronic confirmation, and it should detail the nature of AI usage, data processing involved, and the potential outcomes.

#### Transparency:

All AI applications, algorithms, and models must be disclosed to the relevant stakeholders when requested. The explanation should be understandable, ensuring individuals are informed of the purpose, scope, and functionality of the AI system.

#### Data Privacy and Security:

AI systems used within Summit County OIT must adhere to all relevant data privacy laws (e.g., DPA, OPPA) to ensure that personal, sensitive, and confidential data is not processed without consent.

AI tools that process personal data must provide clear mechanisms for individuals to opt out or withdraw consent for their data to be processed.

All AI systems must be secured against unauthorized access, tampering, or misuse, and security breaches must be reported immediately to the appropriate authorities.

#### Ethical Use of AI:

AI technologies must be used ethically, ensuring they do not discriminate, create biases, or harm individuals based on race, gender, socioeconomic status, or other protected characteristics.

Any AI system with decision-making capabilities should be designed to be fair, accountable, and transparent in its operations and outcomes.



**No Unauthorized Use of AI:**

Employees, contractors, and affiliates are prohibited from using AI systems for any purpose without proper authorization from Summit County OIT.

Unauthorized AI use, including the use of AI for data collection, analysis, or decision-making without proper consent, will result in disciplinary actions, including termination and legal penalties.

**Monitoring and Auditing:**

AI usage within Summit County OIT will be regularly monitored to ensure compliance with this policy. Random audits and reviews of AI systems and their outcomes may be conducted to assess ethical standards, privacy protections, and performance.

**Accountability:**

Any individual or group that deploys AI technology must be accountable for its implementation, ensuring proper consent procedures are followed. Failure to follow the policy will be investigated and may result in disciplinary action.

**Third-Party Vendors:**

Third-party vendors providing AI technology or services must comply with this policy and must provide assurance that they will only process data in accordance with the terms of this policy.

Any third-party AI tools or systems must be vetted and reviewed for ethical standards, data security, and compliance before integration into Summit County systems.