



# **ANDERSON LEGAL**

## **Artificial Intelligence Policy**

## **1. Purpose**

This policy tells staff how Artificial Intelligence (AI) tools may and may not be used in Anderson Legal (“the Firm”). The goal is to support efficiency while protecting confidentiality, professionalism and accuracy.

## **2. General Rules**

- You are personally responsible for anything you produce with AI.
- AI is a support tool only. It does not replace legal judgment or professional standards.
- Only use AI tools that have been approved by the Firm.
- Do not use your own personal accounts.

## **3. Risks of GDPR and Data Protection Breaches to the Firm**

Improper use of AI can breach our duties under the UK GDPR and Data Protection Act 2018. Entering client or personal data into public AI systems may result in:-

- Loss of confidentiality (Article 5(1)(f)- failure to keep data secure).
- Unauthorised international transfers (Chapter V- sending data outside the UK without safeguards).
- Processing without a lawful basis (Article 6- no client consent or other legal ground).
- Failure of purpose limitation (Article 5(1)(b)- using data for purposes clients have not agreed to).
- Failure of accountability (Article 5(2)- inability to demonstrate compliance).

These risks could expose the Firm to regulatory investigation, fines, reputational damage and loss of client trust.

## **4. Risks of GDPR and Data Protection Breaches to You**

Misuse of AI that breaches data protection or GDPR rules is not just a risk to the Firm- it is a risk to you personally.

- You may face disciplinary action (including dismissal for gross misconduct).
- If you are a solicitor or regulated staff member, you may face professional misconduct findings and risk your practising certificate.
- In serious cases, you could face personal criminal liability under the Data Protection Act 2018 (e.g. for unlawful disclosure of data), which carries fines and a criminal record.
- Even if no formal action is taken, being involved in a data breach can seriously damage your reputation and career prospects.

## **5. What You May Use AI For**

- Drafting internal checklists, templates, or summaries (to be reviewed before use).
- Admin support- e.g. formatting documents, scheduling, summarising non-confidential notes.
- Helping with legal research (but you must verify results against authoritative sources).
- Drafts of marketing or business development materials (subject to review).
- Productivity tasks that do not involve client information.

## **6. What You Must NOT Do**

- Do not put any client names, details, or confidential information into public AI systems.
- Do not ask AI to draft contracts, advice, or letters that go directly to clients without approval from management.
- Do not rely on AI for facts, citations or case law without checking against trusted sources.
- Do not upload documents or emails to AI systems unless specifically approved by management.
- Do not pass off AI-generated content as your own without checking and editing it.
- Do not use AI for anything that could breach data protection, professional rules, or the Firm's reputation.

## **7. Security and Compliance**

- Use only Firm-approved, secure AI platforms.
- Do not connect Firm systems or files to unapproved AI tools.
- All AI use must comply with the Firm's Confidentiality Policy and Data Protection Policy.

## **8. Oversight**

- Management will monitor how AI is being used.
- Either external or internal training and updates will be given as the technology and regulations evolve.
- Breaches of this policy may result in disciplinary action.