



AI Usage and Data Protection Policy

1. Overview

This policy outlines the guidelines and practices for the responsible and secure use of artificial intelligence (AI) tools, including but not limited to ChatGPT/Pro, Tabnine and Bard, within SproutCloud. It is designed to ensure that all employees and stakeholders understand and adhere to best practices that prevent the unintentional sharing or exposure of private, sensitive, or protected data.

2. Purpose

SproutCloud recognizes the potential of AI to enhance business operations, including sales, marketing, and team ideation. However, the use of AI must be balanced with the need to protect intellectual property, sensitive data, and maintain our SOC2 Type 2 compliance.

3. Guidelines for AI Usage

A. Data Protection and Privacy

- a. Users must not input, share, or expose any private, sensitive, or protected data to AI tools. This includes but is not limited to personal identification information, financial data, health records, and confidential business information as described in [SproutCloud Data Classification Policy](#).
- b. Before sharing any data with AI tools, users must ensure that all data has been anonymized and does not contain any information that can be traced back to an individual or a confidential business process.

B. Intellectual Property

- a. While AI can be used for brainstorming and ideation, users must be cautious not to divulge specific details about proprietary processes, inventions, or any other intellectual property.
- b. Any output from AI tools that is considered for implementation or further development should be reviewed and vetted for potential intellectual property concerns.

C. Sales and Marketing

- a. AI tools can be utilized for sales and marketing purposes, such as content generation, customer interaction, and data analysis. However, all generated content or insights should be reviewed for accuracy and appropriateness before external publication or use.



- b. Ensure that customer data used in conjunction with AI tools is anonymized and does not violate any data protection regulations or agreements.
- D. Team Collaboration and Ideation
 - a. AI can be a valuable tool for brainstorming and generating ideas within teams. However, team members should be cautious and avoid sharing explicit details about projects, strategies, or any sensitive information.
 - b. All AI-generated ideas or suggestions should be treated as initial inputs and should undergo thorough review and vetting before being acted upon.
- E. Usage Restriction
 - a. AI tools and resources provided by SproutCloud are to be used exclusively for company projects and initiatives directly related to the organization's business objectives. Users are strictly prohibited from utilizing these AI tools for personal, non-company, or unauthorized purposes.

4. AI System Stewards

AI system stewards are responsible for ensuring that AI systems are used in compliance with this policy. They must also conduct regular assessments of the AI system's performance, fairness, and safety.

5. Training and Awareness

All employees and stakeholders who have access to or use AI tools must undergo training on this policy and demonstrate an understanding of their responsibilities. Regular refresher training will also be provided.

6. Policy Compliance

Employees are encouraged to report any misuse of AI tools or potential data breaches immediately to the IT department or designated data protection officer. Violations of this policy may result in disciplinary action, up to and including termination.

6 Revision History

| Date of Change | Responsible | Summary of Change | Version ID |
|----------------|---------------|-------------------|------------|
| 9/2023 | Anjan Upadhya | Initial Release | 1.0 |