GREATER CINCINNATI FOUNDATION	**AI Acceptable Use Policy**	
	Approved by:	
	Creation Date: 5/12/26	**Approval Date:**

Purpose

Greater Cincinnati Foundation (GCF) is committed to responsible stewardship of its resources, donor relationships, and community trust. Artificial intelligence (AI) tools offer significant opportunities to improve organizational efficiency, enhance donor engagement, and deepen community impact. At the same time, these tools introduce risks related to data privacy, accuracy, bias, and the integrity of our mission-driven work.

This Acceptable Use Policy (AUP) establishes a framework for the ethical, secure, and effective use of AI tools by all GCF personnel, volunteers, and agents. It is designed to protect our donors, grantees, community partners, and the Foundation itself, while enabling staff to leverage AI responsibly.

Scope

This policy applies to:

- All full-time and part-time employees of Greater Cincinnati Foundation
- Volunteers and interns acting on behalf of GCF
- Contractors, consultants, and vendors with access to GCF systems or data
- Any individual using GCF devices, networks, or credentials to access AI tools

This policy covers all AI tools used for GCF business purposes, including but not limited to:

- **General AI Assistants:** General-purpose AI assistants
  - Large language model chatbots (e.g., Claude, ChatGPT, Microsoft Copilot, Gemini)
  - AI-powered search and research tools
- **Writing & Content Tools:** AI writing and content tools
  - Automated drafting, editing, summarization, and translation tools
  - AI-powered donor communications and grant writing support
- **Data Analysis Tools:** AI for data analysis
  - Predictive analytics, pattern recognition, and reporting automation
  - Donor research and prospect identification platforms

Definitions

Artificial Intelligence (AI)	Computer systems that perform tasks typically requiring human intelligence, such as understanding language, generating text, analyzing data, or making recommendations.
AI-Generated Content	Any text, data, images, analysis, or other output produced in whole or in part by an AI tool.
Confidential Data	Donor names, fund details, giving history, contact information, financial records, personnel data, grantee information, and any other non-public GCF information.
Approved AI Tools	AI tools that have been reviewed, approved, and authorized for use by GCF Technology and Operations leadership.
Human Review	The process of a qualified GCF staff member reviewing, verifying, and taking responsibility for AI-generated output before use or distribution.

Core Principals

All use of AI tools at GCF must be guided by the following principles:

1. **Donor Trust and Confidentiality**
   The Foundation's primary obligation is to the donors who have entrusted us with their philanthropic resources. No confidential donor information, fund details, or personally identifiable information (PII) shall be entered into any AI tool. The privacy and confidentiality of our donors is non-negotiable.
2. **Human Accountability**
   AI tools are decision-support instruments, not decision-makers. All AI-generated content used in GCF communications, grants, donor relations, financial analysis, or public statements must be reviewed, edited, and approved by a qualified GCF staff member. Staff are fully accountable for any content they use or distribute, regardless of its origin.
3. **Accuracy and Integrity**
   AI tools can generate plausible but inaccurate information. Staff must verify all AI-generated facts, statistics, citations, legal or tax information, and representations about GCF programs, grantees, or community impact before use. Reliance on unverified AI output that misleads donors, grantees, or the public is a serious policy violation.
4. **Equity and Non-Discrimination**
   AI tools may reflect and perpetuate biases present in their training data. Staff must critically evaluate AI outputs for potential bias, particularly in grant-making, community assessment, communications targeting specific populations, or any use that could disadvantage individuals based on race, ethnicity, gender, age, disability, or other protected characteristics.
5. **Transparency**
   GCF will be transparent with donors, grantees, and the public about the use of AI in its work where appropriate. Staff shall not represent AI-generated content as entirely their own original work in formal grant applications, legal documents, financial reports, or governance materials without disclosure.

Permitted and Prohibited Uses

Permitted Uses

The following uses of approved AI tools are generally permitted, subject to all requirements in this policy:

- Drafting and editing internal communications, presentations, training materials, and reports (with human review)
- Summarizing meeting notes, research, or publicly available reports
- Brainstorming grant narratives, program descriptions, or community communications using non-confidential information
- Data analysis and visualization using anonymized or aggregated, non-confidential datasets
- Research on philanthropic trends, community needs and sector best practices
- Translating or adapting content for accessibility or multilingual communications
- Drafting social media content, newsletters, and donor stewardship templates (subject to review)
- Administrative tasks such as scheduling assistance, document formatting, and workflow automation

Always obtain supervisor approval before using an AI tool for donor-facing communications, grant-making decisions, or financial reports.

Prohibited Uses

The following uses are strictly prohibited:

- Entering donor names, fund account numbers, gift amounts, or any personally identifiable donor information into any non-approved AI tool
- Entering employee personnel data, compensation information, or HR records into any AI tool
- Using AI to make final grant approval or denial decisions without substantive human review and deliberation
- Using AI tools to generate false or misleading statements in grant applications, financial disclosures, IRS filings, or legal documents
- Using AI to produce content that is discriminatory, harassing, offensive, or inconsistent with GCF's values
- Circumventing GCF's procurement, compliance, or IT security processes to access unauthorized AI tools
- Using AI tools on personal devices in ways that commingle GCF confidential data with personal accounts
- Using AI tools to monitor or evaluate employees without HR and legal authorization
- Inputting privileged legal communications into any AI tool, including approved platforms such as Microsoft Copilot. This includes attorney-client emails, legal advice, correspondence with outside counsel acting on behalf of GCF, and any associated documents or attachments. Entering such communications into an AI system — even for purposes such as summarization or extracting action items — may constitute a waiver of attorney-client privilege and expose GCF to significant legal risk. If you are uncertain whether communication is privileged, treat it as privileged and consult GCF's legal counsel before using it as AI input.

Data Privacy and Security

Confidential Data Protection

Permitted data inputs include:

- Publicly available information (e.g., published reports, news articles)
- Generic, anonymized, or aggregated data with no individual identifiers
- GCF's own publicly available program descriptions and mission statements
- Staff's own original, non-confidential work product

Approved Tools and Vendor Assessment

Only AI tools reviewed and approved by GCF's Technology and Operations leadership may be used for GCF business. The approval process evaluates:

- The vendor's data retention and privacy practices
- Whether the tool trains on user input and how to opt out
- Compliance with applicable privacy regulations (e.g., CCPA, GDPR where applicable)
- Security certifications and data encryption standards
- Alignment with GCF's existing technology and data governance policies

Incident Reporting

Any suspected or confirmed inadvertent disclosure of confidential data through an AI tool must be reported immediately to the Director, Technology and Data and the Chief Operating Officer. GCF will follow its Incident Response Policy in assessing and addressing any such incident.

Quality, Accuracy and Disclosure of AI-Generated Content

Mandatory Human Review

All AI-generated content used in the following contexts requires review and sign-off by a qualified GCF staff member before use:

- Donor correspondence, stewardship reports, and fund statements
- Grant award or declination letters
- Board materials, committee reports, and governance documents
- Public communications, press releases, and website content
- Financial analyses, projections, or budget documents
- Legal agreements, contracts, and compliance filings

Fact Verification

Staff must independently verify the accuracy of any facts, statistics, citations, references to specific organizations, or legal/tax claims generated by AI tools before including them in any GCF

document or communication. AI tools should never be the sole source for regulatory compliance guidance.

Disclosure

When AI tools contribute substantially to a deliverable, especially in formal reports or published content, staff should note AI assistance in internal documentation.

Training and Awareness

GCF is committed to building organizational AI literacy to enable responsible use. As such:

- GCF will require AI training via its established security training platform.
- IT will provide periodic updates on approved tools, emerging risks, and best practices.
- GCF encourages staff to share learnings, raise questions, and contribute to the development of best practices.