AI Policy

International WoMenX In Business For Ethical AI (IWIB4AI)

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1. Purpose

IWIB4AI exists to promote ethical, responsible and inclusive AI. This policy sets out how our team, volunteers and contractors use AI tools in our work, so that we practice what we advocate. It protects the people we serve, keeps personal data safe and keeps humans accountable for everything we publish or decide.

2. Who and What This Policy Covers

This policy applies to everyone who works on behalf of IWIB4AI, including board members, staff, volunteers, interns, trainers, speakers and contractors, whenever they use AI tools for IWIB4AI activities. It covers generative AI (text, image, code and audio tools), AI assistants and AI-enabled features inside other software.

3. Approved AI Tools

IWIB4AI currently approves the following tools, under accounts provided to non-profit organisations where available:

Tool	Provider	Typical uses at IWIB4AI
Claude	Anthropic	Drafting, summarising, research support, policy and document review
Gemini	Google	Drafting, summarising, work inside Google Workspace
ChatGPT	OpenAI	Drafting, brainstorming, summarising
Lovable	Lovable	Building websites, web apps and prototypes

Only tools on this list may be used for IWIB4AI work. A new tool must be reviewed and approved by the person responsible for AI governance (see Section 12) before anyone uses it. Use the organisation's own account, never a personal one, for any IWIB4AI work.

4. Our Principles

- **Human accountability:** a named person is always responsible for any AI-assisted output. AI supports our work; it does not make decisions for us.
- **Transparency:** we are open about when and how we use AI, in line with the EU AI Act's transparency expectations.

- **Fairness and inclusion:** we check AI outputs for bias and stereotypes, especially on gender, race, disability, age and background, and we correct them.
- **Privacy and security:** we protect personal data and confidential information by design.
- **Accuracy and integrity:** we verify facts, sources and quotations. We do not publish unchecked AI output.
- **Proportionality and sustainability:** we use AI where it adds real value, and not where a simpler method works.

5. Data Rules: What You May and May Not Enter into AI Tools

Never enter:

- personal data of members, participants, speakers, partners or donors (names, emails, phone numbers, photos, CVs, survey answers, attendance lists);
- special categories of personal data (such as health, ethnicity, religion or sexual orientation);
- confidential or privileged information, contracts, financial records, passwords, API keys or access credentials;
- unpublished information shared with us in confidence by partners, funders or members.

You may enter:

- public information and published IWIB4AI materials;
- anonymised, aggregated or fictional examples;
- your own draft text that contains none of the data listed above.

Where personal data is genuinely needed, remove or replace identifying details first. If you are unsure, do not enter it and ask dpo@iwib4ai.com.

6. Privacy and GDPR

AI use must comply with the GDPR and our Privacy Policy. In particular:

- we process personal data only for specified purposes with a valid legal basis, and keep it to the minimum;
- we use business or non-profit accounts and settings that keep our inputs and outputs out of model training, wherever the tool offers this, and we check these settings before first use and when a tool's terms change;
- we have the necessary data processing terms in place with each provider before personal data is processed, and assess international transfers where data leaves the EEA;
- we run a data protection impact assessment before any new AI use that is likely to put people's rights at high risk;
- we do not use AI for decisions about individuals that have legal or similarly significant effects, and do not use AI to profile members, participants or applicants.

7. Human Review and Quality Control

All AI output is a draft. Before anything is shared externally, a person must:

1. read it in full and check facts, figures, names, quotations and links against reliable sources;

2. check for bias, harmful stereotypes and exclusionary language;
3. check that it does not copy third-party content or breach copyright;
4. confirm that tone and positions reflect IWIB4AI's values and mission;
5. take responsibility for the final version.

AI-generated legal, financial, medical or other professional content must be reviewed by a qualified person before use.

8. Transparency and Disclosure

- We disclose AI assistance where it matters to the audience, for example in publications, reports, training materials and research.
- AI-generated or materially AI-altered images, audio and video are clearly labelled. We do not create deepfakes or content that imitates a real person without their consent.
- If a person interacts directly with an AI system we run (such as a chatbot on our website), we tell them they are dealing with AI and how to reach a human.
- We never present AI output as the personal opinion or expertise of a named person unless they have reviewed and approved it.

9. Intellectual Property and Attribution

We respect copyright and licences. We do not paste third-party copyrighted material or confidential partner content into AI tools unless we have the right to do so. We check the terms of each tool for ownership and permitted use of outputs, and we credit sources and human authors appropriately.

10. Building with AI Tools (Including Lovable)

When we create websites, forms or apps with AI-assisted builders such as Lovable:

- a person with the right skills reviews the generated code and configuration for security, accessibility and data protection before launch;
- we do not connect real member or participant data to a prototype until it has been reviewed and a data protection check is done;
- we keep secrets, keys and credentials out of prompts and out of generated code;
- we document which services and sub-processors the finished product uses, so that our Privacy Policy stays accurate.

11. Prohibited Uses

IWIB4AI personnel must not use AI to:

- generate or spread disinformation, harassment, discrimination or hateful content;
- make or support automated decisions about people's membership, employment, funding or opportunities;
- impersonate people or fabricate quotes, testimonials, references or sources;
- bypass security controls, or process data in breach of the GDPR or this policy;
- use unapproved tools, personal accounts or browser extensions for IWIB4AI work.

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12. Governance and Responsibilities

- **Governance:** the Founder and CEO is accountable for this policy and for approving tools and high-impact uses.
- **Data protection:** dpo@iwib4ai.com advises on GDPR questions, assessments and incidents.
- **Everyone:** you are responsible for following this policy, completing AI literacy training, and reporting problems.

We review this policy at least once a year, and sooner when laws, tools or our activities change. We follow developments under the EU AI Act, including its AI literacy duty, and adjust our practices as obligations apply.

13. Training and AI Literacy

Everyone covered by this policy receives an introduction to responsible AI use, including data rules, bias, verification and disclosure, before using AI tools for IWIB4AI, with refresher sessions at least once a year.

14. Incidents and Concerns

Report immediately to dpo@iwib4ai.com any of the following: personal or confidential data entered into an AI tool by mistake, a harmful, biased or inaccurate output that was published, a suspected security issue, or a breach of this policy. We will contain the issue, assess the risk, notify the supervisory authority and affected people where the law requires it, and learn from it. Raising a concern in good faith will never lead to a penalty.

15. Consequences of Non-Compliance

A breach of this policy may lead to withdrawal of access to AI tools, and for staff, volunteers and contractors to measures under their agreement with IWIB4AI.

16. Contact

IWIB4AI – International WoMenX In Business For Ethical AI Swedish non-profit organisation no. 802545-3344, Stockholm, Sweden Website: https://www.iwib4ai.com/ Email: dpo@iwib4ai.com Phone: +46 70 962 33 84

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