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[ORGANIZATION NAME]

# Internal Governance Policy for Responsible and Beneficial AI

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## Purpose

This AI policy aims to establish guidelines and best practices for the responsible and beneficial use of Artificial Intelligence (AI) within \_\_\_\_\_ [ORGANIZATION]. It ensures that staff, volunteers, and stakeholders are using AI systems and platforms in a manner that aligns with the organization's mission and values, adheres to legal and regulatory standards of \_\_\_\_\_ [STATE/COUNTRY], and promotes the safety and well-being of the communities we serve. This policy framework, developed by Fundraising.AI, is designed to help \_\_\_\_\_ [ORGANIZATION] navigate the complexities of AI adoption while maintaining transparency, accountability, and trust with donors, beneficiaries, and the public.

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## Scope

This policy applies to all employees, volunteers, and contractors involved in the development, deployment, utilization, maintenance, and monitoring of AI systems, including but not limited to all predictive models, large language models, autonomous AI applications, plugins and data enabled AI tools or AI enable automations, within \_\_\_\_\_ [ORGANIZATION].

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# Policy Guidelines

## 1. Privacy & Security

- Protect personal and sensitive data by following robust security standards.
- Maintain compliance with relevant data protection regulations.
- Respect the privacy of donors, beneficiaries, and stakeholders.
- Ensure these principles are integrated into all phases of the AI system lifecycle:
  - Address consent as appropriate
  - Control over the use of data
  - Ability to restrict data processing
  - Right to rectification
  - Right to erasure
  - Right of accessibility
  - Right to objection
  - Adherence to privacy laws

## 2. Data Ethics

- Commit to ethical data collection, analysis, and usage practices.
- Ensure data used is accurate, relevant, and collected with proper consent.
- Regularly audit data sources and AI outputs for potential biases or inaccuracies.

## 3. Inclusiveness

- Actively address biases and disparities throughout the AI system lifecycle.
- Develop a framework to monitor, evaluate, and design AI systems with the following principles:
  - Non-discrimination and prevention of bias
  - Representative and high-quality data
  - Fairness
  - Equality
  - Inclusiveness in impact
  - Inclusiveness in design

## 4. Collaboration

- Engage with and learn from peers in the Responsible AI community.
- Share experiences, challenges, and successes in Responsible AI.

## 5. Transparency and Explainability

- Be transparent in AI development, deployment, and utilization.
- Provide clear explanations of AI methodologies, results, reporting, and potential impacts.
- Ensure adequate visibility of AI ecosystem outputs, especially when autonomous AI is utilized.

## 6. Continuous Learning

- Provide regular training to staff and volunteers on beneficial AI best practices, and this policy.
- Foster a culture of responsible and beneficial AI use throughout the organization.
- Commit to the responsible use of AI resources and stay informed about developments in Responsible and Beneficial AI.
- Incorporate best practices into organizational operations.
- Help educate the broader nonprofit community on Responsible and Beneficial AI best practices.

## 7. Accountability

- Maintain appropriate human oversight for all AI systems, especially those making critical decisions.
- Implement a "human-in-the-loop" approach for high-stakes AI applications.
- Implement a clear chain of responsibility for AI-related decisions and outcomes.
- Share accountability for AI applications developed, deployed, or utilized.
- Ensure alignment with the organization's mission, values, and ethical principles.
- Implement a clear chain of responsibility for AI-related decisions and outcomes.
- Principles include:
  - Verifiability and replicability
  - Auditability
  - Appealability
  - Remediability
  - Liability

## 8. Legal Compliance

- Be aware of and abide by applicable laws, regulations, and best practices concerning AI development and operations related to nonprofit operations, data protection, and AI systems.

## 9. Social Impact

- Strive to maximize the positive social impact of AI for nonprofits.
- Minimize potential harm by focusing on the needs of beneficiaries and communities.
- When applicable share the responsible and beneficial use of AI with the community

## 10. Sustainability

- Consider the long-term sustainability and environmental impact of AI technologies.
- Advocate for sustainable AI practices within the organization and the broader nonprofit community.

## 11. Vendor Selection

- Vendors will be selected based on their demonstrated alignment with the organization's Responsible AI policy and commitment to ethical standards.
  - The organization will prioritize partnerships with vendors who uphold similar values regarding data protection, transparency, and accountability in AI systems.
  - Continuous monitoring of vendor compliance will be conducted to ensure ongoing adherence to these principles.
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## Review and Amendments

This policy will be reviewed and amended annually or as needed to address advances in AI technology and changes in international AI guidelines and nonprofit best practices.

## Contact Information

For any questions regarding this policy, please contact:

\_\_\_\_\_ CONTACT NAME  
\_\_\_\_\_ TITLE  
\_\_\_\_\_ EMAIL ADDRESS  
\_\_\_\_\_ PHONE NUMBER

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Approved by:

\_\_\_\_\_ INDIVIDUAL NAME  
\_\_\_\_\_ TITLE  
\_\_\_\_\_ ORGANIZATION NAME

Signature: \_\_\_\_\_

Date: \_\_\_\_\_