Standard
Generative Artificial Intelligence

This standard falls under *A1477 Data and Information Management Administrative Policy.*

Program Impacted	*Project and Asset Management* The City of Edmonton's projects are well managed and assets are maintained for accountable service delivery *Technology and Data* The City of Edmonton's technology and data are leveraged to enable quality decision-making and enhance innovative service delivery.
Approved By	City Manager
Date of Approval	July 25, 2024
Approval History	n/a
Next Scheduled Review	July 2025

Purpose

The purpose of this standard is to govern the use, inputs, and outputs of generative artificial intelligence systems.

Application

This standard applies to any person who reports to the City Manager and provides services to the City of Edmonton under a contract of employment, contract for the provision of services, or in the capacity of student or volunteer.

While this standard includes principles that are relevant to AI technologies in general, the standard applies only to Generative AI systems and the inputs and outputs of those systems.

Definitions

Generative Artificial Intelligence (Generative AI) refers to products and services that model patterns and structures from large quantities of data in order to generate new outputs based on user inputs.

Inputs and *outputs* of Generative AI are data in the form of text, images, video, audio, structures, computer code, synthetic data, workflows, models of physical objects, etc.

Sensitive information refers to any data that is classified as internal, confidential or restricted. For example, it includes any identifiable personal information that is not classified as public.

Standards

1. <u>Compliance</u>
    1.1.   Use of generative AI tools must be consistent with all applicable laws (including the *Freedom of Information and Protection of Privacy* (FOIP) *Act* and legislation relating to artificial intelligence, copyright, human rights, data privacy, and data security, etc.), and all applicable professional regulatory requirements.

    1.2.   Use of generative AI tools, other than an enterprise platform procured by the City of Edmonton is prohibited on City owned devices. It is the responsibility of Employees to ensure the use of any other AI platforms for City purposes on personal devices is approved in advance as per the "Exceptions" section below.

    1.3.   All generative AI inputs and outputs are considered City of Edmonton records and are subject to the City's record management policy tools, including the City of Edmonton's Classification and Retention Schedule.

2. <u>Data Privacy and Confidentiality</u>
    2.1.   Unless enterprise controls can guarantee that inputs and outputs stay under the City's full control, or unless input mitigations fully redact sensitive information, sensitive information must not be provided as inputs to generative AI for any purpose, including for training or testing generative AI models outside of the City's control.

        2.1.1.   Providing inputs to generative AI without enterprise controls is considered the same as releasing that data to the public.

3. <u>Accountability, Use and Validation of Generative AI Outputs</u>
    3.1.   All outputs must be reviewed by humans before being used.

        3.1.1.   The human reviewer is fully accountable for the accuracy of the output.

    3.2.   Generative AI image creation in public (external) communications, or as a substitute for photography, is not permitted.

4. <u>Attribution and Transparency of Authorship</u>
    4.1.   Where generative AI outputs account for more than 50% of the final product, a clear disclaimer must be added to the end product that includes the name of the generative AI systems used and the date the output was generated.

Exceptions

The Data Governance Steering Committee will review requests for exceptions to this standard and will recommend approval or refusal of an exemption request to the City Manager.

Non-compliance

Non-compliance may result in corrective action.

Responsibilities

This Standard will be maintained through the Data Governance Steering Committee.