



2026 AI Policy

Goal & Purpose:

To establish guidelines for the ethical, secure, and productive use of Artificial Intelligence (AI). These guidelines help ensure compliance with legal and organizational standards while supporting responsible use of AI tools. The goal is for all staff and/ or board members to understand the potential risks and to use AI under consistent and responsible guidelines across all departments.

Scope:

This policy applies to all employees or board members who are using AI on behalf of the Community Foundation of Dunn County.

Definitions:

Artificial Intelligence (AI): Covers machine-based systems, including generative AI, that make predictions, recommendations, or decisions.

Generative AI: A type of artificial intelligence that creates new content such as text, images, summaries, or ideas based on patterns learned from large datasets.

Confidential Information: Information that would not be publicly available, that if becomes accessible to the public, could put the Community Foundation of Dunn County at risk. Examples could include donor or nonprofit information like banking information or donation history.

Personal Identifiable Information (PII): Any information that can be used to identify a specific individual, either on its own or when combined with other information. Examples include names, addresses, phone numbers, email addresses, Social Security numbers, financial information, or other details that could reveal someone's identity.

AI Bias/ Bias: Systematic errors or unfair outcomes in AI-generated results caused by limitations in the data used to train the system or the way the model processes information.

Guidance For Use:

- **Continuous training and updates to ensure AI remains relevant and unbiased** – As part of our core commitment and mission, all associated with the Community Foundation should understand their role in helping AI improve and remove biases. Whenever inaccuracies or biases are encountered, they should be reported back as feedback to the engine, allowing for continuous improvement of the technology.
- **Generating Ideas** – AI can be a helpful tool for brainstorming ideas and creating summaries, as these outputs can be easily reviewed and verified. However, AI-generated content may contain errors or inaccuracies, so all content should be carefully reviewed before use. AI should not be used to create or publish public-facing communications or official releases.
- **Inaccurate and biased information in AI and their impact on decision-making** – Biases are inherent in AI, especially when using Generative AI tools. Information should be carefully reviewed for these biases (both unconscious and conscious), as well as validation of answers. Fact-checking information and asking AI for its sources is necessary before answers are considered absolute and used in any decision-making capacity.
- **Data privacy, confidentiality and security– Data Privacy, Confidentiality, and Security** – AI systems may store, process, or use submitted information to improve their systems, which can create cybersecurity and confidentiality risks. Sensitive, confidential, or personally identifiable information (PII) should not be entered into AI tools. When possible, limit or remove names and any identifying details before using AI. Improper use of AI could lead to privacy violations or exposure of donor, client, or organizational information. Staff must take care to protect data and maintain confidentiality when using AI systems.