Company Policy for the Use of AI 2025

Management in GF Inveco Group
Updated March 2025

Company Policy for the Use of AI for Employees in GF Inveco Group

Purpose:
To ensure responsible and secure use of AI technologies within our company, with a primary focus on Microsoft Copilot as part of our existing systems.

Use of AI:

1. **Primary AI solution:**
   All employees must use Microsoft Copilot, which is already integrated into our accounting system (BC) and the Office 365 suite.

2. **Exceptions:**
   In special cases where other AI solutions are needed, employees can obtain permission to use them and potentially pay for these after agreement with their immediate manager.

Guidelines for use:

1. **Data security:**
   Employees must ensure that all data processed by AI systems is handled in accordance with GDPR and our internal data security policies. Some programs, such as ChatGPT, are not subject to GDPR, which means they can sell and use our data and information.

2. **Consent:**
   Obtain necessary consent from relevant parties before using personal data in AI systems.

3. **Responsible use:**
   AI technologies must be used in a way that promotes efficiency and innovation without compromising ethical standards or data security.

Data protection:

1. **Protection of personal data:**
   Implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, or destruction.

2. **Data transfer:**
   If data needs to be transferred outside the EU, appropriate security measures must be in place, such as standard contractual clauses or binding corporate rules.

Handling of data security breaches:

1. **Reporting:**
   Employees must immediately report any suspicion of a data security breach to their immediate manager and the IT department.

2. **Investigation:**
   The IT department will conduct a thorough investigation of the reported breach and take necessary measures to remedy the situation.

3. **Consequences:**
   Violations of the data security policy may result in disciplinary action in accordance with our internal guidelines.

Support and training:

1. **Training:**
   Employees will have access to training materials and courses to ensure correct and effective use of AI technologies.

2. **Support:**
   The IT department is available to assist with technical questions and issues related to the use of AI.