

AI STRATEGY · POLICY

AI Procurement and Tool Approval Policy

Defines the process for evaluating and approving any new AI tool before it's used with company or customer data.

How to use this: Adopt as-is and require sign-off against this checklist before any new AI tool is added to the approved list.

Approval Trigger

Any tool with generative AI or AI-assisted decision-making capability must go through this process before being used with company data, regardless of cost or whether it's a free tier.

Evaluation Checklist

- ☐ Vendor's data retention and model-training-use terms have been reviewed
- ☐ Data processing agreement obtained if the tool will touch customer or personal data
- ☐ Security review completed for tools with access to code, credentials, or internal systems
- ☐ Business owner identified who will be accountable for the tool once approved
- ☐ Cost and licensing model confirmed and budget owner assigned
- ☐ A decision has been made on which data classification tiers (per the Data Handling Policy) this tool is approved for

Approval Record

Tool name	Approved for data tier(s)	Business owner	Approval date	Next review date