

Black Tri Tribe (BTT) Artificial Intelligence (AI) Policy

Organisation: Black Tri Tribe CIC

Policy owner: BTT Directors

Applies to: Directors, staff, coaches, volunteers, contractors and anyone using AI on behalf of BTT

Review frequency: Annually, or sooner if legislation, technology or BTT's operations materially change

1. Purpose

Black Tri Tribe (BTT) recognises that Artificial Intelligence (AI) can support the organisation to work more efficiently, improve accessibility, develop communications and reduce administrative workload.

AI must, however, be used responsibly. It must not replace human judgement, safeguarding responsibilities, professional expertise or accountability.

This policy sets out how AI may and may not be used within BTT.

2. Our Principles

When using AI, BTT will follow the principles of:

- **Human accountability** – a person remains responsible for anything produced or decided with the assistance of AI.
- **Privacy and confidentiality** – personal, sensitive or confidential information must be protected.
- **Accuracy** – AI-generated information must be checked before being relied upon or published.
- **Fairness and inclusion** – AI must not be used in a way that reinforces discrimination, stereotypes or bias.
- **Transparency** – BTT will be open about significant uses of AI where appropriate.



- **Safeguarding** – AI must never replace BTT's safeguarding processes or professional judgement.
- **Proportionate use** – AI should support BTT's work rather than unnecessarily automate decisions affecting people.

3. Permitted Uses of AI

AI tools may be used to assist with activities including:

- Drafting and improving emails, newsletters and social media content.
- Creating first drafts of policies, reports, funding applications and programme documents.
- Summarising meeting notes or transcripts.
- Producing ideas for campaigns, events and activities.
- Improving spelling, grammar, accessibility and clarity.
- Creating templates, schedules and administrative documents.
- Analysing anonymised information and identifying broad trends.
- Supporting research, provided important information is independently verified.
- Creating draft graphics, images or promotional concepts.
- Helping staff organise workloads and administrative tasks.

AI-generated material must be reviewed by an appropriate BTT representative before being externally published or formally relied upon.

4. Personal and Confidential Information

BTT personnel must not enter confidential or personally identifiable information into publicly available AI systems unless the tool has specifically been approved for that purpose.

This includes, where applicable:



- Names alongside sensitive personal information.
- Home addresses.
- Telephone numbers.
- Personal email addresses.
- Medical or health information.
- Safeguarding information.
- Information relating to children or young people.
- Criminal or disciplinary information.
- Financial or banking information.
- Passwords or login credentials.
- Confidential funding, contractual or partnership information.
- Internal personnel matters.

Where AI is used to analyse participant or organisational information, information should wherever possible be anonymised or aggregated first.

BTT's existing data protection and confidentiality obligations continue to apply regardless of whether AI is being used.

5. Children, Young People and Safeguarding

BTT works with children and young people and therefore applies additional safeguards.

AI must not be used to:

- Make safeguarding decisions.
- Determine whether a safeguarding disclosure is credible.
- Replace reporting to BTT's designated safeguarding personnel.
- Conduct automated risk assessments about individual children.



- Profile a child or young person based on behaviour or personal characteristics.
- Generate simulated images of identifiable children without appropriate authorisation.
- Upload safeguarding case information into general-purpose AI tools.

Any safeguarding concern must be managed through BTT's established safeguarding procedures.

6. Decisions About People

AI must not independently make decisions relating to:

- Recruitment or dismissal.
- Volunteer selection.
- Participant eligibility.
- Disciplinary matters.
- Safeguarding.
- Complaints.
- Funding awards.
- Membership sanctions.
- Reasonable adjustments.
- Access to programmes or services.

AI may support administrative work relating to these matters, but a suitably authorised person must make and document the final decision.

7. Equality, Diversity and Bias

AI systems can reproduce biases contained within their training data.

Anyone using AI for BTT must therefore consider whether outputs:



- Reinforce racial or cultural stereotypes.
- Discriminate based on protected characteristics.
- Misrepresent communities.
- Use inappropriate or exclusionary language.
- Make assumptions about someone's ability, background or circumstances.

This is particularly important because BTT exists to improve access to multidisciplinary physical activity and triathlon for communities that have historically been underrepresented.

Human review must therefore consider not only whether AI-generated material is factually correct, but whether it reflects BTT's values.

8. Images, Videos and Creative Content

AI-generated images or videos may be used for appropriate promotional and creative purposes.

However:

- AI-generated content must not falsely suggest that a real person attended an event or endorsed BTT.
- Photographs of identifiable participants should not be uploaded to AI image tools without appropriate permission and consideration of privacy.
- AI must not be used to create misleading representations of BTT activities.
- Particular care must be taken when creating representations of Black communities and other underrepresented groups to avoid stereotypes.
- Wherever practical, authentic photographs of BTT participants and activities should be prioritised when communicating the real impact of BTT.

9. Communications and Public Information



AI may assist with drafting BTT communications, but the person responsible for publication must check:

- Names.
- Dates.
- Times.
- Locations.
- Prices.
- Distances.
- Event information.
- Partner information.
- Medical, safety or technical claims.
- Funding information.
- Links and booking details.

AI can confidently produce incorrect information. Content must therefore not be assumed to be accurate simply because it appears professional.

10. Funding Applications and Reports

AI may assist with structuring or drafting funding applications, monitoring reports and impact reports.

BTT personnel must ensure that:

- Statistics are genuine.
- Participant numbers are accurate.
- Quotes are authentic.
- Outcomes have actually occurred.

- Partnerships are described accurately.
- No achievements, evidence or testimonials are invented.

AI must never be instructed to fabricate evidence to strengthen a funding application.

11. Intellectual Property

People using AI on behalf of BTT must take reasonable care not to reproduce copyrighted or protected material without permission.

Where AI has been substantially involved in creating branding, artwork, publications or other important intellectual property, BTT should consider whether there are any ownership or licensing implications before commercial use.

BTT branding, confidential materials or intellectual property should not be uploaded to external AI services where doing so could give the provider inappropriate rights over the material.

12. Accuracy and Human Review

AI-generated information should be treated as a draft rather than an authoritative source.

Higher-risk information requires greater scrutiny.

For example:

Low risk:

Drafting a social media caption.

Medium risk:

Drafting a funding application or organisational policy.

High risk:

Safeguarding, legal, financial, medical, employment or health and safety information.

For high-risk matters, AI should only provide administrative support and appropriate professional or organisational advice should be sought where required.

13. Recording Significant AI Use

Routine uses such as grammar checking do not need to be formally recorded.

However, BTT may record significant AI use where it materially contributes to:

- A major funding application.
- A formal report.
- Organisational research.
- An assessment affecting participants.
- A published policy.
- A significant external publication.

This allows BTT to maintain appropriate oversight and accountability.

14. Responsibility of BTT Personnel

Anyone using AI on behalf of BTT is responsible for:

- Understanding the limitations of the tool.
- Protecting confidential information.
- Checking outputs.
- Correcting inaccuracies.
- Challenging discriminatory or inappropriate outputs.
- Following safeguarding requirements.
- Escalating uncertainty to a BTT Director or relevant lead.

The phrase **"AI generated it"** is not an acceptable justification for inaccurate, inappropriate or harmful content.

15. Breaches of This Policy

Suspected breaches should be reported to a BTT Director.

Depending on the seriousness of the issue, BTT may:

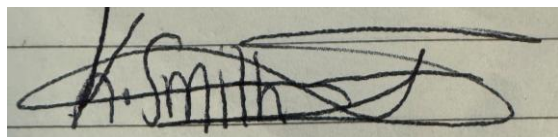
- Remove or correct content.
- Restrict access to particular AI tools.
- Provide additional guidance or training.
- Investigate potential data protection or safeguarding breaches.
- Take appropriate action under BTT's existing policies and procedures.

Any suspected personal data breach must be dealt with under BTT's data protection procedures.

16. Review

AI technology is developing rapidly. BTT will therefore keep this policy under review and update it where necessary to reflect changes in technology, legislation, good practice and the organisation's activities.

Approved by: ___KELLY SMTIH___



Role: ___DIRECTOR___

Date approved: __12.08.2026__

Next review date: __12.08.2027__