KYRIA NETWORK AI USAGE POLICY

INTRODUCTION

Artificial Intelligence (AI) – both generative (content-creating with examples like ChatGPT and CoPilot) and predictive (trend or outcome-predicting for example, financial forecasting) – is becoming an everyday part of life. From chatbots and virtual assistants to tools that help write, design, or plan, AI can offer valuable support to Kyria in administration, communication, creativity, and ministry.

Kyria Network encourages the thoughtful and creative use of AI to enhance our work and mission. At the same time, we must ensure it is used safely, ethically, and in line with our Christian values. This policy sets out how employees and volunteers can use AI responsibly, protecting people's data, upholding integrity, and ensuring technology remains a tool that serves our community—not the other way around.

If, after reading this AI policy, you are still unsure or have questions, please reach out to info@kyrianetwork.com

DATA PRIVACY AND SECURITY

Personal data safety is the most important aspect of AI usage so please ensure the below is always followed for any usage of AI.

- **No Personal or Sensitive Data in AI:** Staff and volunteers must not upload personal, confidential, or sensitive information (names, contact details, prayer requests, etc.) into AI tools even with the user's permission. This precaution is vital to comply with UK data protection laws (GDPR, PECR) and to prevent leaks of personal data. This is especially important with any information related to safeguarding.
- **Protect Confidentiality:** Even with approved tools, be mindful of what data you input. Assume that anything entered into an AI platform could be seen or stored externally. This can include sensitive information like system passwords or financial information that is not personal data.

ASSESSMENT OF AI SYSTEMS

The process below must be followed each time a new AI tool is being considered for use at Kyria Network.

- Self-assessment: All AI software, applications, or services must either be on the pre-assessed list (see Appendix 1) or be self-assessed by the user wanting to use the AI tool following the process outlined below. No new AI tool should be adopted for use without this assessment being completed.
- Review Process: Before any AI tool is used:
    - Assess Purpose & Benefits: Clearly identify how the AI will serve Kyria Network.ministry or operations. Ensure it aligns with our mission and values, not just chasing trends.
    - Privacy & Security Check: Verify the tool's data handling (see *Data Privacy* above) – it must comply with data protection standards and not misuse data .
    - Data storage and transfer - ensure there are clear statements about the GDPR compliance of where users' data is held and the transfer of data to other locations or organisations.
    - Ethical & Theological Vetting: Consider any ethical or theological issues. Decide prayerfully if the AI use is appropriate in light of our mission and ethical standards . For example, does it respect human dignity and Christian teachings?
    - Pilot and Evaluate: If possible, test the tool on non-sensitive, sample data. Review its outputs for accuracy, bias, or other concerns before full approval.
- Approval Documentation: Once self-assessed please share your assessment results with the CEO (whether you decided it was safe or unsafe to use the tool is equally important to share) so we can add these to the list of assessed tools.

- Ongoing Oversight: Even after review, AI tools should be monitored regularly. Test and review AI outputs to ensure they remain accurate, truthful, and in line with our policies . If an AI system updates or changes terms, it must undergo re-approval.

SAFE AND ETHICAL USE WITH HUMAN OVERSIGHT

The following list must be considered every time AI is used at Kyria Network.

- Accuracy - it is essential that any content created, actions recommended or insights identified using an AI system are verified for accuracy by a suitably qualified human before being published, actioned, or widely shared.
- Human Decision-Making: AI must support, not replace, human judgement in network decisions . Especially in personal matters (hiring, pastoral counselling), do not rely on AI as the sole decision-maker. Technology should serve people and the common good – it must not undermine human dignity or fairness .
- No Fully Automated Decisions About People: For example, if using an AI tool to screen job applicants or allocate volunteer roles, treat its suggestions as preliminary. A human leader should review and make final decisions, considering each person's unique value and circumstances . Work and ministry involve purpose and dignity that no machine can fully replicate .
- Avoid Bias and Inequality: Be aware that AI systems can carry biases from their training data. Always check AI outcomes for unfair bias or recommendations that could deepen inequality or exclusion . We will favour AI that promotes justice and respect for all human life .
- Transparency with Kyria Network: If we use AI in a way that interacts with people (e.g. an AI chatbot on the website or AI-generated content), inform users they are interacting with AI . We will be honest about AI's role and provide attribution for AI-generated content when its nature could be misleading . This transparency builds trust and allows feedback if something seems amiss.
- Copyright: AI outputs (e.g. sermons, prayers, liturgies, images, songs) may contain elements based on material owned by others. Users must confirm that they have the rights to use, reproduce, share or perform AI-generated material in church or online. AI should not be used to generate music, lyrics, images or liturgy that may infringe existing copyright or licensing agreements

AI IN MINISTRY AND THEOLOGY

- AI as an Aid, Not a Substitute: In preaching, teaching, or pastoral care, AI can be a helpful tool – but it cannot replace the Holy Spirit's guidance or a pastor's personal insight . For instance, AI might generate a sermon outline or suggest

worship songs, but only a human leader can discern the right message for our congregation with genuine compassion and context .

- Theological Accuracy and Doctrine: Be cautious using AI for answering theological questions or writing doctrinal content. AI can produce plausible-sounding but incorrect or biased theology, since it doesn't truly understand Scripture or truth . Always have a qualified church leader review any AI-generated theological content. *"Generative AI may be quick to offer information, but it can never replace revelation or generate truth"* – our ultimate sources of truth remain the Bible and the Holy Spirit.
- Use Trusted Sources: If employing AI for study or sermon prep, prefer tools trained on reliable Christian resources (for example, a biblical research assistant). An AI tailored with faithful content can assist (e.g. summarising a sermon, suggesting Bible study questions) while still requiring the human leader's oversight . AI should complement, not replace, human teachers .
- Maintain Authenticity: When AI aids in creating worship material (sermon notes, liturgies, songs), ensure the final output reflects *our own voice and convictions*. If AI helped generate content, use it as a draft or inspiration – then infuse it with personal pastoral insight. This keeps our ministry authentic and avoids a "cut-and-paste" spirituality.

AI INCIDENT REPORTING

Should you become aware of AI usage within Kyria Network by employees or volunteers that you believe does not follow this policy, or you have additional concerns or questions about AI's usage in a specific case, please contact info@kyrianetwork.com to explain your concern.

APPENDIX 1 - ASSESSED AI TOOLS

PASSED ASSESSMENT

The following AI tools have been assessed for appropriate usage at Kyria Network alongside the per usage checks outlined in this document. Before using each please read the notes provided.

ChatGPT

Website: http://chatgpt.com

Overview: Can be used for a wide range of activities including text creation, research, grammar and text improvements, image generation and much more.

Critical Notes: Before using please disable ChatGPT's "Improve the model for everyone" setting that ensures content entered into ChatGPT is not used to improve the service. You can find details of how to do this here https://help.openai.com/en/articles/7730893-data-controls-faq

Google Gemini

Website: http://gemini.google.com

Overview: Can be used for a wide range of activities including text creation, research, image generation and much more.

Critical Notes: By default, your Gemini Apps activity is saved to your Google Account and may be used to improve Google's AI models (including human review).

To disable model improvement/data usage:

Go to myactivity.google.com/product/gemini, turn off the "Gemini Apps Activity" setting.

Claude.ai

Website: http://claude.ai

Overview: Can be used for a wide range of activities including text creation, research, image generation and much more.

Critical Notes: By default, conversations on Claude.ai are not used to train AI models. However, you can review and manage your privacy settings at any time. To adjust data settings: Go to Settings > Privacy, where you can control conversation history and data usage preferences.

Microsoft Copilot

Website: http://copilot.microsoft.com

Overview: Can be used for a wide range of activities including text creation, research, image generation and much more.

Critical Notes: By default, Microsoft may use your conversations to train AI models and personalize your experience. To disable model training and personalization:

Go to your profile icon, select Settings > Privacy. Turn off "Model training on text" and "Model training on voice". Turn off "Personalization" if you want to prevent Copilot from remembering details about you. Note: For work/school accounts (Microsoft 365 Copilot), different privacy protections apply and your data is not used for model training.

Adobe Products

AI tools are now present in many of Adobe's creative tools. Adobe has been assessed to be using AI in a safe and ethical manner and that as a company they are taking the safety of their AI services seriously.

Apple / Siri

AI tools are now present in many of Apple's tools and services. Apple has been assessed to be using AI in a safe and ethical manner and that as a company they are taking the safety of their AI services seriously.

FAILED ASSESSMENT

The following AI tools have failed assessment and should not be used at Kyria Network.

DeepSeek

Website: https://www.deepseek.com

Critical Notes: due to safety concerns about how this website may handle and store data (due to its Chinese ownership) and that there are existing safer alternatives it should not be used.

ADOPTION OF THE POLICY

This policy was agreed by the Trustees and will be reviewed annually.

THIS POLICY WAS LAST UPDATED: JANUARY 2026