

Artificial Intelligence Policy

Last updated: 14:54 07/06/2026



Purpose

ScoutSwap recognises that Artificial Intelligence (AI) and Large Language Models (LLMs) can be valuable tools to assist our volunteers, enhance productivity, and improve the efficiency of the ScoutSwap Service. However, we also recognise the risks AI poses to authenticity, data privacy, and community trust.

This policy outlines our balanced approach to AI usage. We encourage the responsible use of AI for administrative and developmental support, while strictly prohibiting its use where it compromises the authenticity of our platform or the safety of our users' data.

Scope

This policy applies to all ScoutSwap volunteers, management, directors, and any third parties acting on behalf of ScoutSwap C.I.C. It covers the use of any AI tools (such as ChatGPT, Claude, GitHub Copilot, or similar generative text and code models) in the execution of ScoutSwap duties.

Permitted Uses of AI

Volunteers and staff may use text-based AI tools to assist with their roles, provided all outputs are carefully reviewed. Acceptable uses include:

- **Drafting and editing:** Using AI to assist with drafting emails, structuring documents, correcting grammar, or refining the tone of written communications.
- **Ideation and brainstorming:** Using AI as a sounding board for community engagement ideas, marketing strategies, or operational improvements.
- **Code assistance:** Using AI coding assistants for debugging, writing boilerplate code, or optimizing software for the ScoutSwap platform.
- **Data analysis:** Using AI to analyze platform metrics or survey results, strictly provided that all data has been completely anonymised beforehand.

Prohibited Uses of AI

To protect the integrity of the ScoutSwap Service and the safety of our users, the following uses of AI are strictly prohibited:

- **AI-generated media:** The generation of artificial images, videos, or audio for use on ScoutSwap, its social media channels, or marketing materials is completely forbidden. Scouting values authenticity, and trading relies on visual honesty. All media used by ScoutSwap must be genuine.
- **Automated decision making:** AI must never be used to make automated decisions regarding user bans, dispute resolutions, or safeguarding concerns. A human must always be responsible for evaluating and actioning these critical tasks.

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Prohibited Uses of AI

- **Replacing Human Interaction:** AI should not be used to auto-reply to user support queries or complaints without human oversight and intervention.
- **Plagiarism and Misrepresentation:** Volunteers must not present entirely AI-generated articles, policies, or statements as their own original work without appropriate review and contextualization.

Data Protection and Privacy

In accordance with our Privacy Policy and UK GDPR, the protection of our users' personal data is paramount.

- **No personal data:** Volunteers must never input, paste, or upload sensitive information, Personally Identifiable Information (PII), or confidential ScoutSwap data (such as user names, emails, IP addresses, dates of birth, or safeguarding reports) into any public or third-party AI tool.
- **No uploading confidential code:** Proprietary database structures or security credentials must never be shared with AI models.

Accountability and Accuracy

AI tools can produce inaccurate, biased, or hallucinated information.

- **Human in the loop principle:** The volunteer using the AI tool remains entirely responsible for the final output.
- **Fact checking:** All AI-generated text or code must be thoroughly reviewed, fact-checked, and tested by the volunteer before being published, sent, or deployed. "The AI made a mistake" is not an acceptable justification for errors in ScoutSwap operations.

Review and Responsibility

This policy will be reviewed periodically to ensure it remains effective, legally compliant, and aligned with best practice governance for Community Interest Companies.

Last review: Jun 2026

Next review: Jun 2027

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Approval

Approved by the directors on 07/06/2026.



Joe Biondani
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