

OUTLIERS DATA & AI CENTRE™

Generative AI Policy

Acceptable, safe use of generative AI

All staff / AI Governance · Flagship Edition 2026

Publication-ready resource for the Outliers Resource Library

1. Purpose & Scope

This policy governs the use of generative AI tools (including large language models) across the organisation. It applies to all staff and contractors using such tools for work.

2. Principles

- Use only approved generative-AI tools for work
- Never enter personal data, confidential or sensitive information into unapproved tools
- Verify AI outputs before relying on or publishing them
- Disclose AI-assisted content where required
- Respect intellectual property and licensing
- Apply human judgement and accountability for all decisions

3. Acceptable & Prohibited Use

Acceptable	Prohibited
Drafting, summarising, brainstorming with approved tools	Entering PII, secrets or confidential data into unapproved tools
Code assistance with review	Using outputs without verification for material decisions
Research and learning	Generating misleading, harmful or infringing content

4. Data Protection

Personal data must be handled in line with the Nigeria Data Protection Act (NDPA) and the organisation's privacy policy. Do not input personal or sensitive data into tools that are not approved and contractually bound to protect it.

5. Governance & Breaches

The AI Governance Committee owns this policy. Breaches should be reported and may result in disciplinary action. The policy is reviewed at least annually and as the technology and regulation evolve.

Notes & Disclaimer

This toolkit is a professional management resource, not legal or regulatory advice. Calibrate scoring, tiers, policies and governance to your organisation, sector and applicable regulation. Data-protection items should be confirmed against the Nigeria Data Protection Act (NDPA) and other applicable law; AI-specific obligations should be confirmed against current and emerging regulation.