AI USE POLICY

SALMA ATTAH
FOUNDATION
FOR WOMEN AND GIRLS SUPPORT

Version 1.0 | November 2026

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AI Use Policy

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Purpose

Artificial intelligence (AI) tools can help a small team like SAFWGS draft, research, translate, design and analyse faster, leaving more time for work with women and girls. They also bring risks: they can produce false information, expose private data, reproduce bias and stereotypes, and create images or text that mislead.
This policy sets out how SAFWGS uses AI responsibly, so that we benefit from these tools while protecting the people we serve, the accuracy of our work and the trust of our funders and partners.

Scope

This policy applies to the Board, staff, interns, fellows, volunteers and consultants whenever they use AI tools for SAFWGS work, on SAFWGS or personal devices. It covers general-purpose assistants and chatbots, writing, translation, transcription, image, video and voice generators, and AI features built into other software such as email, documents, design tools and meeting apps. It also covers any AI that SAFWGS builds into its own programmes or digital tools.

Principles

- **People first:** AI supports our work; it never replaces human judgement in decisions about people
- **Protect data:** personal and sensitive information about participants is never put at risk for the sake of convenience
- **Human review:** a named person checks and is responsible for everything AI helps to produce
- **Honesty:** we never use AI to invent facts, results, quotes, people or evidence
- **Fairness:** we look out for bias and stereotypes about women, girls, Northern Nigeria and Africa in AI output, and correct them
- **Transparency:** we are open about our use of AI where it matters to the people reading or affected by our work

Approved tools

Staff may use AI tools for SAFWGS work only through accounts approved by the Executive Director and listed in the AI Tools Register. Where possible, SAFWGS uses organisational accounts linked to safwgs.org email, with settings that stop SAFWGS content being used to train the provider's models. Before a new AI tool is approved, the Executive Director, with the Data Protection Officer, checks:

- What the provider does with data entered into the tool, and where it is stored

- Whether data is used to train the provider's models, and whether this can be switched off
- Whether the tool has age restrictions or terms that limit its use with children or programme participants
- Whether a funder or partner restricts its use

Free consumer AI tools on personal accounts may be used only for public, non-personal information.

What data can go into AI tools

Allowed in any approved tool: public information, such as published reports, SAFWGS's website content, public policy documents, funder calls and general research questions.
Allowed only in approved organisational tools: internal SAFWGS documents that contain no personal data, such as draft proposals, budgets without bank details, programme designs, anonymised and aggregated data, and draft communications.
Never allowed in AI tools:

- Names, phone numbers, photos, voices, addresses or other identifying details of participants, survivors, children or their families
- Safeguarding reports, case notes, disclosures of violence and any information about a person's health, menstrual health or sexual history
- Whistleblowing reports and investigation records
- Bank account numbers, passwords, login details and ID numbers
- Personnel files, salaries and medical information about staff
- Confidential information shared by a funder or partner, unless they have agreed

If you are unsure, remove the personal details first or ask the Data Protection Officer. The only exception is an AI system that SAFWGS has approved for a specific use with personal data after a data protection impact assessment, under a written agreement with the provider, as set out in the Data Protection Policy.

Acceptable uses

With human review, staff may use approved AI tools to:

- Draft and edit emails, reports, proposals, social media posts and other documents
- Summarise public documents and research funders and policy
- Brainstorm ideas, campaign concepts and session plans
- Translate or check translations, with review by a fluent speaker before use with communities
- Draft designs, layouts and illustrations that do not depict real people
- Analyse anonymised or aggregated data and check calculations
- Transcribe meetings, only where everyone present has agreed and no participant personal data is discussed

Uses that are not allowed

- Inventing or altering data, results, beneficiary numbers, quotes, testimonials, citations or case stories
- Creating realistic images, video or audio of real people, including participants, staff, officials or public figures, or images that could be mistaken for real SAFWGS participants

or events
- Making or recommending decisions about individuals, such as selecting fellows or participants, screening job applicants, assessing safeguarding risk or allocating support, without a full human review of each case
- Giving medical, legal or psychological advice to participants through AI without review by a qualified person
- Monitoring staff, volunteers or participants
- Producing content that is discriminatory, sexualised, degrading, or that reinforces harmful stereotypes
- Copying content that AI reproduces from protected works, such as logos, artwork or long passages of published text

Checking AI output

The person who uses an AI tool is responsible for what they produce with it. Before anything AI-assisted is shared outside SAFWGS:

- Check every fact, figure, name, date, law and reference against an original source
- Check that SAFWGS's programmes, results and partnerships are described accurately
- Check the tone, cultural fit and language for the audience, especially for communities in Northern Nigeria
- Remove anything that portrays women and girls as helpless or that does not match SAFWGS's values
- Have a second person review high-stakes material, such as grant proposals, reports to funders, public statements and policy documents

Being open about AI use

- Follow each funder's rules on AI in applications and reports; where a funder asks, tell them how AI was used
- Label AI-generated images and illustrations as such where they could be taken for photographs
- Tell people when they are interacting with an AI system rather than a person
- SAFWGS does not need to label routine drafting or editing support where a person has reviewed and taken responsibility for the final text

AI in SAFWGS programmes and digital tools

Any plan to use AI in a service for participants, for example a chatbot, an information assistant or a feature in SafeSisi+ or a coding bootcamp, must be approved by the Executive Director before development and must:

- Have a data protection impact assessment and a safeguarding risk assessment
- Tell users clearly that they are talking to an AI, what it can and cannot do, and how to reach a person
- Pass any disclosure of violence, abuse, self-harm or immediate danger to a trained person straight away, with emergency and referral information shown to the user
- Be tested with the intended users, including in Hausa and other languages used, before launch

- Comply with the age limits of the tools used and the Child Safeguarding Policy
- Be monitored for errors and harm after launch, with a way for users to report problems

When SAFWGS teaches girls and young women about AI, sessions include how AI works, its limits and bias, online safety, and how to protect their own data.

Incidents

If personal data is entered into an AI tool by mistake, or AI-assisted content containing an error or harmful material is published, report it immediately to info@safwgs.org with the subject line "URGENT – AI Incident". Where personal data is involved, it is handled as a data breach under the Data Protection Policy. Published errors are corrected promptly.

Roles

- **Board:** approves this policy and reviews it each year as AI tools change
- **Executive Director:** approves AI tools and AI uses in programmes, and keeps the AI Tools Register
- **Data Protection Officer:** advises on data risks and impact assessments
- **Supervisors:** make sure their teams know and follow this policy
- **Everyone:** uses AI within this policy and takes responsibility for their work

Training

All staff and volunteers who use AI tools for SAFWGS receive a briefing on this policy during induction, and a refresher each year.

Contact

Questions about this policy, or requests to approve a new tool or use: info@safwgs.org or +234 813 693 1762.

Related policies

- Data Protection Policy
- Child Safeguarding Policy
- Adult Safeguarding and PSEA Policy
- Communication and Visibility Policy
- HR Policy

Approval

Approved by the Board of SAFWGS in November 2026. This policy will be reviewed in November 2027, or earlier if the law, a funder requirement, the available tools or SAFWGS's work changes.

Approved by the Board of Trustees of SAFWGS by resolution dated 12 November 2026. Signed copies are held by SAFWGS and are available to funders and partners on request.