



Face Front Inclusive Theatre

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AI Policy

Face Front Inclusive Theatre (FFIT/ Face Front) recognises that colleagues (employees, volunteers and trustees) may wish to use AI (Artificial Intelligence) during the course of their work or activities. We understand that this can bring benefits and are broadly positive about the potential of AI to enhance what we do. If a Face Front colleague is using or planning to use AI, it is important to do so in line with the policy details set out below.

Definitions of AI

AI means a lot of different things to different people, this policy refers to all AI, including the following,

Generative AI

- ChatGPT
- Dall-E
- Co-pilot

Performance AI

- Google Ads
- Facebook Ads
- Salesforce next best contact

Assistants / Agents

- Grammarly
- Spell Checkers
- Alexa
- Meeting note takers

Overall principles of AI usage at Face Front Inclusive Theatre

General:

- We approach AI with curiosity & openness to the possibilities they enable
- We believe that AI can support the efficiency and effectiveness of our work
- We still believe in the role of humans within these processes
- We believe in lawful, ethical, responsible use
- We ensure we understand and are cautious of risk, particularly in regard to confidentiality.

Inclusion Through Theatre

Patrons: Mat Fraser | Josette Bushell-Mingo OBE | Rachel Denning | Doris Jiagge
Aditya Chakraborty | Onjali Rauf MBE | Joseph Adelakun | Jamie Beddard

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Approved Uses of AI at Face Front

At Face Front, AI may be used to:

- Support administration (e.g. drafting documents, summarising reports).
- Improve accessibility (e.g. live captioning, text-to-speech, Easy Read materials).
- Enhance marketing (e.g. drafting social media copy, generating alternative text for images).
- Support funding applications e.g. idea generation, initial text drafts. However, understanding that funders don't look favourably on applications that are obviously written by AI, so all applications must be heavily edited/re-drafted by a human.
- Explore creative processes only as an aid to human artists, not a replacement.

It is important to note (as per procedures below) that transparency is important. Any use of AI to support work should be discussed with the line manager or project manager.

The following uses are not approved:

- Using personal data without consent.
- Deepfakes or synthetic representations of individuals.

Risk awareness

Face Front colleagues should be aware of three specific risks:

Risk 1: We understand that AI tools are data processors. They may look like simple text prompts or chat screens, but they are taking the information about Face Front, absorbing it and using it to create answers either now or in the future. For example, unless you specifically turn it off, the data that you share with ChatGPT is used to train its future models,

Risk 2: AI tools may use any information inputted to train current and create future applications.

Risk 3: The AI landscape is constantly changing. As such it is important that we all stay aware of changes in risk as well as opportunity

Procedures

At Face Front the following rules govern how colleagues should use AI:

Privacy & Data Protection: AI tools must be used in line with our GDPR and Data Protection Policy (link below). We behave as though any words or images inputted into AI are not confidential. Colleagues must not upload confidential information to AI platforms or large language models. This includes internal documents that might contain private data. Specifically:

- Personal details** When using AI, we must protect people's personal information. This includes participants/colleagues/volunteers/trustees or anybody else in the Face Front community. Personal details include (but are not limited to) names/addresses/ages/group attendance/any other identifying information. **This information must never be inputted into an AI tool, unless full privacy checks have been carried out for the specific tool.**
- Financial data** This includes any financial information about Face Front.

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- c. **Images/video:** No photography or video should be used with AI unless permission has been granted for the image to be used publicly.

Transparency: Internally, we are transparent when we have used AI outputs to create a piece of work.

Avoidance of doubt: If any Face Front colleague is uncertain or nervous about using AI, they should first carry out two checks:

1. Check the AI tool's specific privacy policies on the use and retention of data.
2. Check with the direct line manager that the use is risk-free and appropriate.

Delete data as you go

If using AI, consider deleting all chats and outputs as you go, to help protect against data breaches.

Human oversight: No AI-generated content (words, video, images or financial information) should be used without human checks for accuracy and/or suitability. Sources and references should always be double-checked and it must always be written in our tone of voice.

Bias: If using AI to create images or research etc, it's important to remember that AI tools have all been trained on publicly available data - that is inherently biased against marginalised groups. AI systems can reflect or amplify bias. It is important to avoid using AI outputs that stereotype, exclude, or misrepresent people, particularly those with disabilities or from marginalised communities. Bias can also occur more generally on the internet and must be considered during research.

Environment

We are aware that AI tools use a particularly high amount of energy. We use them in line with our environment policy (link listed below)

Related Face Front Policies and procedures

This policy should be read alongside our related organisational policies:

- Data Protection Policy
- Digital and online Policy
- Confidentiality Policy
- Acceptable use of computer network, internet and email policy
- Environmental policy

LAST REVIEWED

July 2026

REVIEW

January 2027

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