



AI Usage Policy

January 2025

**IRISH
BAROQUE**
ORCHESTRA

01 | Introduction

The Irish Baroque Orchestra (IBO) is committed to leveraging the collaborative use of artificial intelligence (AI) tools and services to enhance its administrative and marketing functions, with human oversight. This policy outlines the principles and practices governing the use of AI tools and services ensuring compliance with legal frameworks, particularly the General Data Protection Regulation (GDPR) in Europe.

02 | Scope

This policy applies to:

- All IBO staff using AI tools for any aspect of their work.
- AI systems used for marketing, audience engagement, data analysis, administration, or any other organisational purpose.
- Any external AI service providers engaged by the IBO

03 | Guiding Principles for AI Use

1. Fairness: AI systems must not perpetuate or amplify biases or discriminate against individuals or groups.
2. Human Oversight: Recommendations made by AI tools must be reviewed by IBO staff to ensure they align with organisational values and objectives.
3. Accountability: The IBO remains accountable for any outcomes resulting from the use of AI systems.

04 | Compliance with GDPR

The IBO is committed to safeguarding personal data in accordance with GDPR. The following practices must be followed when using AI:

1. Lawful Basis for Data Processing: AI tools must only process personal data with a clear lawful basis (e.g., consent, contract, legitimate interest).
2. Data Minimisation: Only the minimum necessary data should be used to achieve specific AI-related goals.
3. Transparency and Consent: Individuals must be informed about how their data is used in AI systems. Explicit consent must be obtained where required.
4. Right to Access, Rectify, and Erase Data: The IBO will provide individuals with access to their personal data on request and ensure they can correct or request deletion of their data where applicable.
5. Privacy by Design: AI tools must be assessed for privacy risks, and appropriate safeguards must be implemented (e.g., data anonymisation and encryption).
6. Third-Party Compliance: AI vendors and service providers must demonstrate compliance with GDPR and sign data processing agreements where applicable.
7. Data Retention: Personal data processed by AI tools must not be stored longer than necessary.
8. Data Breach Response: Any breaches involving AI systems must be reported to those affected.

05 | Ethical Use of AI

The IBO will ensure that AI tools:

- Respect intellectual property and copyright laws.
- Avoid plagiarism

- generate content which aligns with the IBO's artistic and ethical standards.
- Are not used to manipulate or mislead audiences, staff, or stakeholders.

06 | Staff Training and Awareness

Staff members will receive training to:

- Understand the ethical and legal implications of using AI tools.
- Recognize data protection risks and best practices.
- Ensure AI use aligns with IBO's mission and values.

07 | Monitoring and Review

The IBO will regularly review the use of AI tools and this policy to ensure continued compliance with GDPR and other relevant legislation. Feedback and concerns from staff, stakeholders, or audiences will be addressed promptly.

08 | Approval and Ownership

This policy will be reviewed annually. Responsibility for implementation lies with the IBO's Chief Executive Officer Aliye Cornish Moore.

Approved:



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Date for next review: **January 2026**