



IntelliSync AI Policy Template

Canadian-Aligned Governance for Responsible AI

Prepared by IntelliSync Solutions

Why this exists

AI should help us work smarter and more fairly—without risking privacy, trust, or compliance. This policy sets Canadian-specific guardrails so we can use AI responsibly while respecting federal and provincial laws.

1) Purpose

This policy establishes the principles, rules, and governance for the responsible adoption, development, procurement, and use of AI systems across [ORGANIZATION NAME]. It encourages innovation while protecting people, data, intellectual property, and our reputation. It is aligned with Canadian values of fairness, inclusion, and accountability.

2) Scope & Definitions

Applies to all employees, contractors, interns, board members, and third parties working on behalf of [ORGANIZATION NAME]. Covers all AI tools, including but not limited to generative models (text, image, audio, video), predictive analytics, conversational agents, recommender systems, and automation tools.

Definitions: - AI Tool: Any application or feature powered or enhanced by AI. - GenAI: AI that generates new content (text, images, code, audio, video) from prompts. - Sensitive/Restricted Data: Any confidential, proprietary, personally identifiable, health, financial, credential, security, or similarly protected information under Canadian law.

3) Guiding Principles

Human first; Fairness & Inclusion; Privacy & Security; Transparency; Safety & Reliability; Mission & Societal Benefit.

4) Governance & Roles

AI Governance Committee (AGC) responsibilities: maintain policy, approve/reject high-risk AI uses, oversee impact assessments.

AI Officer: day-to-day governance, maintains AI Register, coordinates training.

System Owners: ensure compliance within their area.

All Staff: use only approved tools, follow policy, complete training, and report issues.

5) Tooling: Approved, Prohibited, Exceptions

Approved Tools: [Insert enterprise tools/platforms approved in Canada—e.g., ChatGPT Enterprise (Canada region), Microsoft Copilot, Adobe Firefly]. Prohibited Tools: Public/personal AI accounts for organizational work, or tools without Canadian data residency or protections. Exception

Process: Requests submitted to AIO with compliance checks.

6) Acceptable Uses

Drafting/editing communications; summarizing public info; brainstorming; research support with non-sensitive sources; translation and tone adjustments; workflow automation with oversight.

7) Prohibited & High-Risk Uses

Employment decisions; sensitive/restricted data in public AI; legal/financial/policy decisions; unlabeled outputs; IP & privacy rights infringement.

8) Data Handling Rules

Minimize inputs; prefer Canadian residency vendors; no secrets; retain prompts/outputs tied to material use per Records Retention Policy and AI Register.

9) Transparency & Labeling

Disclose AI-assisted content where material to trust. AI-only interfaces must show disclaimer. Mark AI-generated media; obtain consent for likeness/voice replication.

10) Risk & Impact Assessment

Perform AI Impact Assessments consistent with Treasury Board guidance. Consider human rights, bias, privacy, accessibility, environmental impacts.

11) Vendor & Third-Party Requirements

Conduct due diligence (SOC 2/ISO 27001, PIPEDA/Law 25 compliance, data residency, IP rights, accessibility, breach notification). Contracts must include Data Protection Agreements. Providers must not train on data without consent.

12) Training & Enablement

Mandatory onboarding and annual refreshers on AI, privacy, human rights, bias, accessibility. Staff encouraged to share safe use cases and improvements.

13) Incident Response

Treat AI incidents as reportable. Notify AIO, Privacy Officer, Security immediately. Escalate breaches to regulators when required.

14) Enforcement

Violations may result in restrictions, retraining, discipline, vendor penalties, and legal action.

15) Updates

Reviewed annually by AGC and updated for Canadian laws (e.g., Bill C-27 / CPPA).

16) Acknowledgement

I acknowledge that I have read and will comply with the [ORGANIZATION NAME] AI Policy.

Employee Name: _____ Signature: _____

_____ Date: _____

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