Using the template in Europe or the United States

The template is written for the UK. To use it in the EU or the United States, check the four things below. Organisations that build AI systems, public bodies and some regulated firms have extra rules, listed under special cases.

European Union	What to change	Who to ask
Purpose, scope and definitions	The EU AI Act. Check whether it applies to you: it covers organisations using AI at work in the EU, and those elsewhere whose AI output is used there. Its dates changed in July 2026, so check the current position.	Your legal adviser; your country's AI authority
Training and awareness	AI literacy. If the Act applies, take measures to support the AI literacy of staff who use AI for you; no set level is required for each person.	Your HR or training team
What you may and may not enter, Decisions about people	Personal data. The EU GDPR applies, but automated decisions follow the EU's own rule and there is no "recognised legitimate interest" basis, so rewrite those parts. The European Data Protection Board lists each country's authority.	Your data protection officer or authority
Decisions about people, Being open about AI use	Uses that need more care. Some uses are banned, such as AI reading staff's emotions at work (except for medical or safety reasons), and AI used in hiring or managing staff can be high-risk, with extra duties from 2 December 2027. Label deepfakes you make with AI.	Your legal adviser
Special cases	Organisations that develop AI systems, or have them developed, and supply them under their own name (providers) have more duties. From 2 December 2027, public bodies and firms using AI for credit scores or life and health insurance pricing must assess the impact on people's rights before using some high-risk AI.	Your legal or regulatory advisers

United States	What to change	Who to ask
Purpose, scope and definitions	No single federal AI law. Some states have their own, such as Colorado's from 1 January 2027, and the federal government is challenging some, so check the current position in each state you work in.	Your legal adviser
Decisions about people, Bias and fairness	Hiring and staff decisions. Federal anti-discrimination law covers these however they are made, and some states and cities add AI rules, such as notice to staff in Illinois and bias audits in New York City.	Your employment lawyer
What you may and may not enter, Decisions about people	Personal data. Replace the UK GDPR references with the state privacy laws that apply to you; California adds rules on automated decisions from 1 January 2027.	Your privacy lead or legal adviser
Being open about AI use	Who regulates. The FTC and state attorneys general act against unfair or deceptive practices, including misleading claims about AI, so check that what you tell customers is accurate.	Your legal adviser
Special cases	Federal agencies and their AI suppliers check the OMB rules on federal use and buying of AI. Health plans and providers covered by HIPAA, banks and other regulated firms check their sector rules.	Your legal or regulatory advisers

Sources: the statements above were taken from official pages read on 4 October 2026. The pages are listed at policysight.com/templates/ai-acceptable-use. Version 1.0, next review April 2027.

This guide is a starting point, not legal or regulatory advice, and PolicySight Ltd is not a law firm. It is a list of things to check. It is not complete and law changes. Have your own advisers confirm what applies to you before you rely on it.