

FOR NZ SMALL BUSINESSES USING AI

Your AI governance checklist

Eight checks to put in place before you rely on AI.

- Know your tools**
List which AI tools you use, and what you use each one for.

- Protect client data**
The Privacy Act 2020 applies to you. Only enter personal details when you have a clear reason.

- Get your privacy statement right**
Build it with the Privacy Commissioner's free Priv-o-matic so it fits New Zealand law, not an overseas template.

- Keep a human in the loop**
Treat AI output as a first draft. Review it before it reaches a client.

- Be open with clients**
Where AI helped produce something they receive, tell them.

- Set your red lines**
Decide the tasks AI must never do in your business, and write them down.

- Control access**
Check how a new tool handles data before you feed it client information. Keep your own logins.

- Name an owner and a review date**
One person keeps the rules current. Revisit every twelve months, or sooner when your tools change.

A starting point, not legal advice. For anything that creates legal obligations, talk to a lawyer.

LET'S TALK

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