

Section A: Administration

A-17 Generative AI Usage Policy

Review Responsibility: Executive Director, Board of Directors, General Counsel, Membership

Policy Statement: ASTA supports the responsible and transparent use of artificial intelligence (AI), including generative AI tools, where such use enhances productivity, efficiency, and quality of work. However, AI technologies present risks related to confidentiality, data protection, accuracy, intellectual property, and reputational harm.

This policy establishes requirements and guardrails for the use of generative AI tools in connection with ASTA activities to protect confidential information, ensure accuracy, and maintain trust.

Purpose: The purpose of this policy is to define acceptable and prohibited uses of Generative AI tools in connection with ASTA business and activities.

Procedure:

1. Definitions

“Covered Individuals” means ASTA staff, Members, and other individuals acting on behalf of ASTA.

“Generative Artificial Intelligence” or “Gen AI” means AI-enabled tools that generate new content (such as text, images, audio, video, or summaries) in response to user prompts. Examples include large language models (e.g., ChatGPT).

2. Requirements

A. Data Protection and Confidentiality

Unless expressly approved in writing by ASTA’s Executive Director or their designee, Covered Individuals must not:

- Input any personal data relating to ASTA staff, members, partners, or other identifiable individuals into generative AI tools. This may include any data relating to a natural person that can directly or indirectly identify the person. Examples include name, email address, health-related information, sound recordings, address, financial information, voice recordings, or video recordings that could identify the person; or
- Input any confidential, proprietary, or non-public information belonging to ASTA, its members, or third parties into generative AI tools. Confidential information includes any business or technical information belonging to ASTA, its Membership, or other third parties that is not publicly known or that has been provided or received under an

obligation to maintain the information as confidential. Confidential information also includes research and development information, project code names and details of the same, listing of project team members, or any commercial, pricing, financial, strategic, or other competitively sensitive information.

B. Accuracy and Reliability of AI Outputs

Covered Individuals are responsible for reviewing, editing, and independently verifying the accuracy of any output generated by generative AI tools before relying on, publishing, or distributing such content.

Generative AI tools must not be relied upon as the sole source of factual, legal, technical, or strategic information.

C. Intellectual Property and Plagiarism Considerations

Covered Individuals must take reasonable steps to ensure that AI-generated content does not infringe third-party intellectual property rights or present plagiarism concerns, particularly where content will be published, shared externally, or attributed to ASTA.

D. Transparency in Use

Where generative AI tools are used to produce substantive work product that would reasonably be assumed to be human-authored, such use should be disclosed to internal reviewers and, where appropriate, to external audiences.

E. AI-Assisted Notetaking

Because meetings and calls conducted on behalf of ASTA frequently involve confidential or sensitive information, the use of generative AI tools or automated transcription technologies for notetaking during ASTA meetings or calls is prohibited unless expressly approved in writing by ASTA's Executive Director or their designee.

Approved: April 2026