

# Civitas External AI Use Policy

## Purpose

Civitas Networks for Health® (Civitas) is committed to creating trusted spaces where members, partners, and stakeholders can participate in candid and productive conversations. This policy establishes expectations for the use of AI tools in Civitas meetings, programs, and collaborative activities.

## AI Notetakers in Civitas-Hosted Meetings

AI notetakers, transcription bots, and meeting assistants, including Otter.ai, Fireflies.ai, Copilot, Facilitator, and similar tools, are not permitted in Civitas-hosted member, committee, council, or partner meetings unless explicitly approved in advance. Participants wishing to use an AI tool must notify Civitas staff and receive written approval before the meeting. Approval will be based on the meeting's purpose, participant expectations, content sensitivity, contractual requirements, and privacy considerations. With this:

- Civitas may remove any unapproved AI bot, assistant, or notetaker from a meeting.
- Approval for one meeting does not constitute ongoing approval for future meetings.
- Civitas staff and group chairs may establish additional restrictions based on the needs of a committee, council, project, or program.

## Transparency and Consent

When an AI tool has been approved:

- Participants must be clearly informed that AI-assisted recording, transcription, facilitation, or note-taking will occur.
- Civitas may determine that additional participant consent is required before the tool is activated.
- Automated distribution of AI-generated notes, recordings, transcripts, and summaries must be disabled.
- AI-generated materials may not be shared beyond the approved audience without Civitas' written authorization.
- Participants must follow any additional confidentiality, data use, sponsor, funder, or program requirements.

Participants who do not wish to be recorded or processed by an AI tool should notify Civitas staff. Civitas reserves the right to discontinue use of the tool when participant concerns cannot be appropriately addressed.

## Use of AI-Generated Meeting Materials

Approved AI-generated notes may be used to support the development of official meeting summaries, action items, and next steps. They may not be treated as an official record without human review. Before materials are distributed, Civitas staff will:

- Review the content for accuracy, context, and completeness.
- Correct statements that may have been misattributed, summarized incorrectly, or presented without appropriate context.
- Remove confidential, sensitive, or unnecessary information.
- Apply Civitas' communication and branding standards.
- Confirm the appropriate audience and distribution method.

## Member Support and External Resources



Civitas may use approved AI tools to help answer frequently asked questions, identify relevant resources, facilitate knowledge sharing, and support the development of member-facing materials. AI will support, not replace, staff knowledge, member relationships, or human judgment.

All externally distributed AI-assisted content must be reviewed and approved by Civitas staff. Civitas will not knowingly use AI to make decisions that could unfairly or negatively affect an individual member, organization, partner, or community.

## Privacy, Compliance, and Ongoing Review

Civitas' use of AI will follow applicable privacy, security, contractual, and regulatory requirements, including HIPAA when applicable. Civitas will continue to gather stakeholder feedback, evaluate approved tools, monitor changes in AI governance, and update this policy as technology and best practices evolve.