

## 1 GENERAL

The AI policy is a statement by SAMK's management that defines the safe and appropriate use of AI applications at the university of applied sciences. The AI policy is communicated to all SAMK employees and students and they must act in accordance with it when using AI services.

## 2 GUIDE VALVES

### 2.1 Compliant and secure operation

All AI applications and their add-ons that are implemented at SAMK and that process personal data are subject to a DPIA (data Protect Impact Assessment). Passwords for all AI services are personal and may not be lent to others. Use of the SAMK AI ID for non-work-related purposes should be avoided. For private use, a non-SAMK email address should be used to register for the service. The processing of personal data and confidential information by artificial intelligence applications is prohibited. The processing of internal and confidential information is also prohibited, unless specifically agreed.

#### 2.1.1 Paid version

The Management Group grants access to the AI application to certain people. Procurement is centralised through SAMK's ICT and digital services. For the above licenses, SAMK's e-mail address and telephone number are used for identification.

#### 2.1.2 Free version

To log in, the SAMK email address is used. Before registering for the free versions, you must ensure that an impact assessment has been carried out (DPIA).

## 3 ORGANISATION

### 3.1 Responsibilities

The use of AI services by the University of Applied Sciences is ultimately the responsibility of the CEO/Rector. Process and competence area managers are responsible for the use of AI services in their area of responsibility. Each of them is responsible for the secure and compliant use of the AI services.

## 4 COMMUNICATION

AI policy communicates together with other policies, rules and instructions.

## 5 REFERENCES TO OTHER DOCUMENTS

## Startegy

Strategy of the University of Applied Sciences

## Instructions

University of Applied Sciences AI instructions  
Classification of data Satakunta University of Applied Sciences  
Software in use at Satakunta University of Applied Sciences