CHECKLIST · AI AT WORK

How to write an AI use policy for a small team, with a template

Published 1 October 2026. Read the full story, sources and any updates at
digitaladvisors.com.au/journal/ai-use-policy-small-business-template/

- [ ] Download the government AI policy guide and template and skim the seven policy statements
- [ ] List every AI tool and AI feature your team uses, and the account behind each
- [ ] Move work use onto business accounts you control
- [ ] Write your "never goes in" list, starting with personal and sensitive information
- [ ] Name one person to approve new tools and keep the register
- [ ] Start the register using the AI register template or a spreadsheet
- [ ] Decide what you tell customers, and update your privacy policy if the Privacy Act applies to you
- [ ] Share the policy with the team, collect feedback, and book the review date
- [ ] Brief staff on writing good prompts with our guide to better AI briefs

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.