

AI policy for law firms

Fill in the square brackets. Review it at least once a year.

1. Why we have this policy

AI tools can draft, check, find and summarise. Using them doesn't change anyone's professional duties. This policy sets out the tools we use, what client information may go into them and who checks their output.

2. Who it applies to

Everyone who works for [firm name], on any device used for firm work.

3. Approved tools

Use only the tools in the register below for firm work. Ask [name and role] before using anything else.

Tool	What it may be used for	Client information allowed?	Approved by	Review date
[Tool name]	[e.g. drafting attendance notes from dictation]	[Yes, inside our Microsoft 365 / No]	[Name]	[DD/MM/YYYY]

4. Client information

Client information goes only into tools the register allows. Before approving one, [name and role] checks that it has contractual, technical and organisational safeguards: the information stays secure, isn't used for training unless authorised, and isn't kept longer than needed.

Never put client information into a free public AI tool.

5. Checking what AI produces

A named fee earner checks every output before it reaches a client, a court or another party, and stays responsible for it.

Every authority AI produces is checked against the original before it is relied on.

6. What AI is not used for

Legal advice, conflict and money laundering decisions, or approving anything for the firm. AI can gather the information a person needs to decide.

7. Training

Everyone is shown this policy and the approved tools before using them. [Name and role] records who has been trained.

8. When something goes wrong

Tell [the COLP] straight away if client information has gone into the wrong tool, or an AI error has reached a client, a court or another party. The COLP records it in the breach record and decides whether to report it to the SRA.

9. Review and sign-off

Owned by [name and role], and reviewed at least once a year or when the tools or rules change.

Approved by [managing partner] and [COLP] on [DD/MM/YYYY]. Next review: [DD/MM/YYYY].
