

**HELEN TAVROGES
NOTARY SERVICES
A1 POLICY**

1. This policy relates to my use of Artificial Intelligence and other modern decision making technology, which are together referred to in this document as **AI** .
2. **AI** can be very useful in many situations. However, like any type of tool, it is no good in the wrong hands and can be harmful if used ignorantly.
3. I continue to prefer to use my own drafting skills when I prepare documents, but in the limited circumstances when I may use **AI**. I shall aim to do so responsibly, securely, openly, with integrity and always preserving confidentiality and privacy.
4. Because I do not employ anybody else in my notarial practice, I do not need to manage their use of **AI** or to be concerned with how they use it. However, because I am personally accountable for everything I do in my practice, I shall always carefully consider how I should use **AI** myself and what impact it may have.
5. I shall use **AI** in accordance with best practice and the professional conduct rules that govern my work.
6. As with everything I do, in my use of **AI** I shall respect the rights of individuals and the diversity of the clients and other people I serve.
7. I am accountable for my use of **AI**, so shall I always consider first whether it is necessary, what its benefits and risks may be, and whether and how I should use it.
8. I shall use **AI** in ways that protect confidentiality and privacy. I shall apply necessary security checks when I use **AI** to process client and personal information.
9. I engage openly with my clients and others regarding my use of **AI**. If asked, I shall provide clients and (when necessary) third parties with appropriate information about how I use their information with **AI**.
10. Because commercial **AI** programs can be changed from time to time by the developers who create them, I shall try to review and address all safety and security risks for so long as I use them.
11. Generally, I shall always try to make sure that my use of **AI** conforms with my **AI** Policies.

Dated 1 May 2025.