



Golden Genesis UK trading as Clausely

# AI Acceptable Use Policy

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**Version:** 1.0

**Effective Date:** 24 April 2026

**Next Review:** 24 April 2027

**Applies to:** Priscilla Folarin (Sole Trader) | Registered: England & Wales

## 1. Purpose and Scope

This AI Acceptable Use Policy (AUP) sets out the rules governing how Clausely — operating as Golden Genesis UK — uses artificial intelligence (AI) tools in the delivery of its products and services.

This policy applies to all AI tools used in the course of business operations, including but not limited to document generation, content creation, research, and customer communications.

## 2. AI Tools in Use

### 2.1 Primary Tools

- Anthropic Claude API — integrated into the Clausely platform for automated compliance document generation
- Anthropic Claude (claude.ai) — used for drafting, research, and operational tasks
- OpenAI ChatGPT — used as an occasional secondary drafting tool

### 2.2 Data Processors

The following third-party platforms process customer data in connection with our services:

- Mailchimp — email marketing and contact management
- Resend — transactional email delivery
- Stripe — payment processing

## 3. Permitted Uses

AI tools may be used for the following purposes within Clausely:

- Generating compliance documentation (AI Acceptable Use Policies, Risk Management Plans, Fundamental Rights Impact Assessments, etc.) in response to customer intake submissions
- Drafting internal and external communications
- SEO content creation and marketing copy
- Research and synthesis of regulatory guidance

- Operational efficiency tasks including summarisation and formatting

## **4. Prohibited Uses**

The following uses of AI are expressly prohibited:

- Generating content that is false, misleading, or designed to deceive
- Processing special category personal data through AI tools without explicit consent and a lawful basis
- Using AI outputs as a substitute for qualified legal advice without human review
- Sharing customer data with AI tools beyond what is necessary for the specific task
- Using AI to make fully automated decisions that significantly affect individuals without human oversight
- Using AI tools in ways that violate the terms of service of those tools

## **5. Human Oversight**

All AI-generated outputs used in customer-facing documents or communications must be reviewed by a human operator before delivery. This includes:

- Compliance documents generated via the Clauseley platform
- Customer emails and support responses
- Published content on [clauseley.co.uk](https://clauseley.co.uk)

AI outputs are treated as drafts. Final responsibility for accuracy, appropriateness, and legal compliance rests with the human operator.

## **6. Data Minimisation**

Only the minimum data necessary is shared with AI tools to complete a given task. Customer personal data is not used to train third-party AI models. Clauseley operates in accordance with its Privacy Policy and the UK GDPR.

## **7. Transparency**

Clauseley discloses its use of AI in document generation to customers at the point of purchase. Customers are informed that their intake responses are processed by AI to generate their compliance documents.

## **8. Vendor Risk**

AI tool vendors used by Clauseley have been assessed for compliance with applicable data protection law. This assessment is reviewed annually or upon material change to vendor terms.

## **9. Incident Reporting**

Any AI-related incident — including data breach, harmful output, or system failure — must be documented and assessed. Where required under UK GDPR, the ICO will be notified within 72 hours.

## **10. Policy Review**

This policy will be reviewed annually, or sooner if there is a material change to AI tools in use, applicable regulation, or business operations. Next scheduled review: 24 April 2027.

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**Signed: Priscilla Folarin, Sole Trader — Golden Genesis UK trading as Clausey**

Date: 24 April 2026