

AI USAGE POLICY

dstilld technologies ltd | Version 1.0 | Final Release

We use artificial intelligence (AI) to support research, drafting, review and analysis. This policy explains how we use it responsibly and what clients and partners can expect from us. AI may assist the work. People remain responsible for the judgement, the information entrusted to us and the outcome.

1. PURPOSE AND SCOPE

This policy applies to directors, employees, associates and anyone carrying out work on behalf of dstilld technologies ltd. It sets out the principles that guide our use of AI in delivering services and managing our business.

Client AI policies, contractual requirements and information-handling restrictions take precedence for work undertaken on their behalf. This policy does not authorise access to, or use of, client information that has not otherwise been approved.

2. HOW WE USE AI

We use AI where it can improve the quality, consistency, efficiency or accessibility of our work. Typical uses include drafting and refining documents; summarising suitable material; research and horizon scanning; comparing options, testing assumptions and identifying gaps; and supporting technical and architectural work.

AI may also assist with diagrams, requirements, technical explanations, code and demonstrations, as well as structuring non-sensitive working notes, actions and plans. We use it for internal administration, knowledge management and repeatable business processes within the same information-handling safeguards.

3. HUMAN REVIEW AND ACCOUNTABILITY

A person remains accountable for work supported by AI. Before material is relied upon, issued to a client or published, it receives appropriate human review for factual accuracy, completeness, technical correctness, reasonable assumptions, reliable sources, confidentiality and consistency with client requirements.

AI is not an authoritative source and must not be the sole decision-maker for significant professional, commercial, employment, security, evidential or client decisions. Our advice and recommendations remain the responsibility of dstilld technologies and the appropriately experienced people delivering the engagement.

4. PROTECTING INFORMATION

We do not enter personal, sensitive, restricted or client-confidential information into general-purpose AI services unless the specific use has been assessed and approved with appropriate technical, contractual and information-governance controls. By default, information excluded from AI services includes:

- Personal data relating to identifiable individuals unless necessary and specifically authorised, including special-category or otherwise sensitive personal data.
- Passwords, authentication information, API keys, secrets and security credentials.
- Protectively marked, classified, law-enforcement-sensitive or operationally sensitive information; live evidence, case data, intelligence and investigative material.
- Unapproved client-confidential information, commercially sensitive third-party information, and anything whose disclosure would breach a contract, NDA, law, policy or client instruction.

Real evidence, investigation data and sensitive operational datasets must not be placed into general-purpose AI services. We take particular care with policing environments and digital-forensics material, abstracting identifiable operational details wherever practical.

Where AI would be useful, we prefer to remove, anonymise, generalise or substitute sensitive elements before use. If there is doubt about whether information is suitable, it is not submitted until the position has been confirmed.

5. RESEARCH AND FACTUAL VERIFICATION

AI can produce inaccurate, incomplete, outdated or fabricated information. We check material facts that influence advice or decisions against appropriate authoritative sources. This includes current product capabilities, standards, legislation, procurement information and vendor support positions where relevant.

Important claims should be traceable to their source wherever practical. AI-generated citations, quotations, statistics and references are verified before reliance. Polished or confident wording is not evidence that a claim has been independently checked.

6. INTELLECTUAL PROPERTY

We respect copyright, intellectual property, licensing and confidentiality. We do not knowingly submit third-party material where this would breach usage rights or confidentiality obligations. We review outputs for inappropriate reproduction or claims of originality and check underlying sources where provenance or licensing matters to a deliverable.

7. AI SERVICES AND SECURITY

AI services are subject to proportionate security and supplier assurance. Before adopting a service for material business use, we consider the information to be processed, where and how it is handled, retention and model-training arrangements, authentication, access controls, contractual and privacy terms, and administrative and audit capabilities.

The assessment reflects the sensitivity of the intended work. Consumer and general-purpose tools are treated as unsuitable for sensitive information unless an explicit assessment determines otherwise, subject to the restrictions in this policy and any client requirements.

8. TRANSPARENCY

We are open about our use of AI. Where relevant to an engagement, client requirement or published output, we explain how AI has been used and what controls have been applied. We will not claim work is wholly human-produced where that would be materially misleading or imply that an AI system is responsible for our advice or decisions.

9. OVERSIGHT AND REVIEW

Everyone working on our behalf must follow this policy, check important outputs and promptly raise uncertainty or suspected inappropriate use. A company Director is responsible for approving material changes to AI use, reviewing the policy and determining whether further controls are needed.

Suspected accidental disclosure or misuse is reported promptly and handled through our information-security and incident-response procedures. We assess the impact and consider available containment, deletion, contractual and response steps.

We review this policy at least annually and sooner following material changes to AI services, regulation, client requirements or our activities, or an information-handling incident. Clients may raise questions through their usual dstilld contact or info@dstilldtechnologies.co.uk.

APPROVAL

APPROVED BY: Will Wilkinson, Director

SIGNATURE: *WAWilkinson*

DATE / EFFECTIVE DATE: 24-Sept-2026

NEXT REVIEW DUE: 24-Sept-2027