

1. Purpose

This guidance sets out Jersey Overseas Aid's (JOA) expectations for the responsible use of artificial intelligence (AI) by applicants and funded partners.

JOA recognises that AI can improve efficiency, analysis, and accessibility in development and humanitarian programmes. However, it also presents risks, particularly in relation to data protection, bias, and impacts on vulnerable communities.

This guidance aims to:

- Enable appropriate and beneficial use of AI
- Ensure risks are properly managed
- Protect communities, partners, and programme integrity

2. Scope

This guidance applies to:

- All JOA applicants
- All organisations receiving JOA funding (including staff, contractors, and partners involved in delivering JOA-funded projects)
- All stages of the programme cycle, including design, delivery, monitoring, evaluation, and reporting

3. What Do We Mean by AI?

AI includes tools and systems such as:

- Generative AI (e.g. ChatGPT, Copilot)
- Machine learning and predictive analytics
- Automated data processing or decision-support tools
- Image, text, or translation generators

4. Core Principles for JOA-Funded Partners

Partners remain fully responsible and accountable for all AI-assisted outputs and their impacts, including any risks to individuals, communities, or data.

Application of these principles

These principles apply to all uses of AI in connection with JOA, including the preparation of funding applications and the design, delivery, and reporting of JOA-funded projects.

4.1 Human oversight

- AI must support—not replace—human judgement.
- All outputs must be reviewed and validated by a person.

4.2 Do no harm

AI should not be used in ways that:

- Cause harm to individuals or communities
- Reinforce bias or discrimination
- Undermine local knowledge or participation

AI must not be used in safeguarding case management or complaints handling

4.3 Data protection and security

Partners must:

- Not upload personal, sensitive, or confidential data into public AI tools
- Comply with applicable data protection laws
- Protect the confidentiality of beneficiaries, staff, and programme data

4.4 Transparency

Partners should be open about their use of AI where it materially affects:

- Research or analysis
- Programme delivery
- Reporting or communications

4.6 Accuracy and reliability

Partners must ensure that AI outputs are checked for accuracy, bias, and completeness before use, particularly in reports, analysis, or decision-making.

4.7 Risk awareness and proportionality

- AI tools should only be used where data security, privacy, and reliability risks are understood and appropriately managed.
- Partners should take a proportionate approach to assessing risks associated with AI use. Higher-risk uses require greater scrutiny, safeguards, and documentation.
- Where relevant, partners are encouraged to consider environmental impacts (e.g. energy use), particularly for large-scale or intensive applications.

6. Prohibited Uses

Partners must not use AI for:

- Processing sensitive or personal data in unsecured systems
- Safeguarding case management
- Any use that breaches data protection laws or risks harm to individuals
- Automated decision-making affecting individuals without human oversight

7. Higher-Risk Uses (Disclosure Required)

Partners must inform JOA if AI is used for:

- Data collection or analysis involving communities
- Programme design or decision-making
- Mapping, monitoring, or surveillance involving people
- Use of geospatial, biometric, or similar technologies

In these cases, partners must:

- Demonstrate understanding of risks
- Apply appropriate safeguards
- Ensure strong human oversight

8. Monitoring and Compliance

JOA reserves the right to:

- Request information about AI use
- Require adjustments where risks are not adequately managed
- Place conditions on AI use or take action where guidance is not followed

Partners must inform JOA of any significant incidents arising from AI use, including data breaches, misuse, or harmful outputs, in line with existing safeguarding and data protection processes.

9. Encouraging Responsible Use

JOA encourages partners to use AI where it:

- Improves efficiency or value for money
- Enhances accessibility (e.g. translation, summarisation)
- Supports better evidence and learning

This should always be balanced with careful risk management and respect for communities.

Annex A: Simple Partner Checklist

Before using AI, partners should be able to answer:

- ✓ Is a human reviewing all outputs?
- ✓ Are we avoiding use of sensitive or personal data?
- ✓ Are risks to communities understood and mitigated?
- ✓ Would we be comfortable explaining this use to JOA?
- ✓ Does this support — rather than replace — good judgement?

If the answer to any of these is “no”, the approach should be reconsidered.

Annex B: Mandatory AI Disclosure Question (for Full Proposals)

AI Use Disclosure

Will your organisation use artificial intelligence (AI) as part of this project (including in design, delivery, analysis, or reporting)?

☐ No

☐ Yes

If yes, please provide a brief description (max. 150 words) covering:

- What AI tools or approaches will be used
 - The purpose of their use
 - Any potential risks (including risks to communities, safeguarding, or data protection) and how these will be managed
-