

Notary Public Limited- AI Policy

1. Act with Integrity

- We align our AI use with best practice and professional conduct rules that govern our work.
- We are accountable for our use of AI tools, think critically about benefits, risks and whether and how they should be used, and ensure appropriate oversight of AI decision-making.

2. Design for Confidentiality and Privacy

- We implement AI tools in ways that protect confidentiality and privacy.
- We apply enhanced security and checks when AI is used to process Client and personal information.
- We provide Clients and our People with appropriate information about how their information is being used when implementing AI.

3. Use AI Responsibly

- We respect individuals' rights and the diversity of the Clients and People we serve.
- We carefully consider the impact of our AI use.

4. Build Securely

- We seek to address safety and security risks throughout the AI life cycle.
- We critically assess data and confirm that its use aligns with our policies and guidance.

5. Engage Openly

- We engage openly with our Clients and People regarding our use of AI.
- We proactively contribute to (and carefully consider) thought leadership and tools to help ensure responsible AI.