

# Responsible-Use Decision Worksheet

Use this printable resource with AI Foundations for Everyone. Write on a printed copy or type into a separate working document.

## People and purpose

- Intended benefit:
- People directly and indirectly affected:
- Possible harm or exclusion:

## Information

- Required data:
- Classification and authority:
- Fields that can be avoided, reduced, or replaced:
- Approved tool, retention, access, and deletion route:

## Security and actions

- Untrusted content the system may read:
- Tools and data it can access:
- Actions it can take:
- Minimum permissions:
- Required confirmation, logging, monitoring, testing, and recovery:

## Fairness and accessibility

- Groups or situations that may be missing or poorly served:
- Outcome differences to test:
- Correction, challenge, and human-support route:
- Keyboard, screen-reader, contrast, reflow, media, and authentication checks:

## Rights and policy

- Input permission and source licence:
- Output similarity or reuse concerns:
- Attribution or disclosure requirement:

- Questions for legal, privacy, security, accessibility, or rights specialists:

## Ownership and decision

- Programme owner:
- Data/privacy owner:
- Security owner:
- Accessibility owner:
- Final authorised decision-maker:
- Escalation route:
- Explicit stop condition:
- Decision: Proceed / Redesign / Human-led only / Stop

### SAFE USE NOTE

Use supplied, public, fictional, or safely prepared synthetic material. Do not add personal, confidential, client, health, financial, legal, authentication, or security-sensitive information.