

Thunk-It Theatre CIC Artificial Intelligence (AI) Policy

A guide for the responsible use of AI within Thunk-It Theatre CIC.

Policy Review Schedule

This policy will be reviewed on an ongoing basis, at least once a year. It may be updated following consultation with relevant internal stakeholders (e.g. senior leadership, board members, or trustees as applicable).

Scope

This policy applies to all individuals working with or for Thunk-It Theatre, including employees, freelancers, contractors, and board/trustee members.

Date of Last Review: July 2025

1. Applicability of this AI Policy

This policy applies to all staff, freelancers, trustees, and consultants who interact with AI systems on behalf of Thunk-It Theatre.

2. Definition of Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to machines or software capable of performing tasks that typically require human intelligence. This includes processing data, learning from experience, and making decisions or predictions. Types of AI may include:

- Rule-based systems
- Machine learning algorithms
- Neural networks
- Natural language processing (NLP)
- Robotics and automation tools

3. AI Governance

- All significant decisions involving the development, deployment, or integration of AI systems must be reviewed by the Thunk-It Theatre Board of Members

- Concerns or breaches in AI usage should be promptly reported to Thunk-It Theatre Director - Jules Risingham.
- Final decisions informed by AI must always be made with appropriate human oversight.
- AI systems will be evaluated regularly for performance, ethical compliance, and potential risks.

4. Data Protection & Privacy in AI Use

To ensure compliance with data protection standards (e.g., GDPR or other relevant laws), Thunk-It Theatre commits to the following:

- Use fair, accurate, and inclusive datasets in AI applications.
- Avoid including identifiable personal data, or at least pseudo-anonymise or de-identify it.
- Use clear and transparent consent mechanisms when AI processes personal data.
- Regularly review data governance practices to uphold privacy and ethical responsibility.