



Cherokee Nation Information Technology Artificial Intelligence (AI) Policy

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1. Overview

Artificial Intelligence (AI) has become an integral part of modern technology, offering significant benefits across various sectors. However, its implementation must be governed by clear policies to ensure ethical use, data protection, and transparency. This AI Policy outlines the principles and guidelines for the responsible use of AI within Cherokee Nation.

2. Definitions

Artificial Intelligence (AI) - a set of technologies that enable computers and machines to simulate human learning, comprehension, problem-solving, decision-making, creativity, and autonomy. AI can perform tasks that typically require human intelligence, such as understanding and translating spoken and written language, analyzing data, making recommendations, and more.

Generative AI - sometimes called gen AI, is a type of artificial intelligence that can create original content such as text, images, videos, audio, or software code in response to a user's prompt or request

Large Language Model (LLM) is a type of artificial intelligence designed to understand and generate human-like text based on the patterns and structures it has learned from vast amounts of language data. These models are trained using advanced machine learning techniques and are capable of tasks such as answering questions, generating creative content, summarizing text, translating languages, and more. Examples include AI systems used for natural language understanding and generation, like Microsoft CoPilot.

Machine Learning is a branch of artificial intelligence (AI) that focuses on developing algorithms and systems that allow computers to learn from and make decisions or predictions based on data without being explicitly programmed for every task. Instead of following predefined rules, machine learning models identify patterns in data and use these patterns to improve their performance over time.

A Data Label refers to the marking of a data structure or media output, which represents the security category, distribution limitations, and/or handling caveats of the information contained therein. The data label is identified using a defined data classification process.

Data Classification is the process of identifying, categorizing, and protecting content based on its sensitivity or impact level.

PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual



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PHI is Protected health information (PHI) is any information in the medical record or designated record set that can be used to identify an individual and that was created, used, or disclosed in the course of providing a health care service such as diagnosis or treatment.

3. Purpose

This policy establishes guidelines for the responsible and ethical use of artificial intelligence (AI) tools and technologies within the Cherokee Nation. It aims to ensure that AI systems augment human capabilities ethically and responsibly, aligning with Cherokee Nation's values and maintaining compliance with applicable laws and regulations.

4. Scope

This policy applies to all employees, contractors, agents, and third-party vendors who use AI tools and technologies in the course of their work for Cherokee Nation. It should be read in conjunction with all other Cherokee Nation policies.

5. Policy

- **Use of Generative AI:**

- Use for work-related purposes: GenAI technologies can be used for work-related purposes, subject to the oversight and guidance of Cherokee Nation's GenAI governance committee. The GenAI governance committee will approve, prohibit, or set limitations for proposed GenAI tools and use cases.
- Licensed GenAI tools are permitted if:
 - The GenAI governance committee approves the tool and its specific use case.
 - The use must adhere to this policy, contractual limitations, and any restrictions imposed by the GenAI governance committee.
 - Cherokee Nation IT will maintain a list of approved tools and use cases which will be available on the CWY Link.
- **Unlicensed GenAI tools:** The use of GenAI on Cherokee Nation systems or with Cherokee Nation data is generally prohibited. Exceptions may be granted by the GenAI governance committee for specific tools and use cases. Only individuals or groups expressly approved by the GenAI governance committee may use unlicensed GenAI tools.
- **Approval process:** All unapproved tools and use cases are strictly prohibited. Employees must request approval from the GenAI governance committee to:
 - Use a new GenAI tool



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- Use an approved tool for a use case that falls outside the scope of their appointed duties.
 - Use an unlicensed GenAI tool
- Examples of approved uses (subject to review for accuracy, quality control, and restrictions on protected information, which shall be labeled as “Not for AI Use”).
 - Summarizing publicly available information
 - Brainstorming ideas for Cherokee Nation initiatives
 - Creating first drafts of communications
 - Summarizing and simplifying complex documents
 - Developing code or performing quality assurance
 - Creating presentations and visual charts from a written document or spreadsheet.
- Examples of prohibited uses:
 - Using GenAI without quality review measures
 - Using GenAI for communications to the public without approval
 - Using GenAI for hiring without accuracy checks or approval from the GenAI governance committee is not allowed.
 - Entering inputs into GenAI in an attempt to solicit outputs containing sensitive information, the user is not authorized to access.
 - Using AI tools to generate content that is discriminatory, offensive, or harmful, or to promote violence or misinformation.
 - Use of AI systems for fraudulent activities, cyberattacks, or illegal purposes.
 - Modify or tamper with AI systems to bypass safety and ethical measures.
 - Use AI systems for unauthorized surveillance, exploitation, or breach of personal privacy.
- **User Responsibilities:**
 - AI tools and technologies must be utilized in a manner consistent with the Cherokee Nation's values and ethical standards.
 - Users must ensure that AI-generated content is accurate, relevant, and unbiased.



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- AI systems must be used in a manner that complies with all applicable laws, regulations, and policies of Cherokee Nation.
- Users are expected to understand the purpose and limitations of AI systems before use.
- **Transparency and Accountability:**
 - Users must be informed whenever they are interacting with an AI system rather than a human
 - Documentation about AI capabilities, limitations, and potential risks must be available to users.
 - Users are responsible for verifying the accuracy and appropriateness of AI-generated content.
 - All interactions with AI systems must be traceable to authorized users.
- **Fairness and Equity**
 - AI systems must be designed and utilized in a manner that minimizes bias and discrimination.
 - Regular audits and assessments must be conducted to ensure fair and equitable outcomes for all users.
- **Data Privacy and Security:**
 - Users must not input any confidential, proprietary, or sensitive information into public AI tools, such as Gemini AI and ChatGPT. For CNHS employees, confidential, proprietary, or sensitive information includes but is not limited to data governed under both the HIPAA Privacy and HIPAA Security Rules, as well as any applicable policies, procedures, and guidelines established to govern and protect patient data privacy. Public AI tools retain your data and train large language models (LLMs) with it, and they can be accessed by others. Users must use AI tools that have been approved for use by Cherokee Nation's AI Governance Committee.
 - AI tools must be used in compliance with Cherokee Nation's data security policy.
 - All data utilized in AI operations must be stored and processed securely in compliance with applicable data protection regulations and Cherokee Nation policies.
 - Any suspected breach of data security must be reported immediately



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- **Compliance with Laws and Regulations:**

- AI tools must be used in compliance with all applicable laws and regulations, including those related to data privacy, intellectual property, and employment.
- Cherokee Nation reserves the right to shut down or block any AI activity or applications that the AI Governance Committee or Director of Security deems malicious or not in the best interest of the Cherokee Nation and its guiding principles.

- **Training and Awareness:**

- The organization will provide training and resources to ensure that users understand the responsible and ethical use of AI tools.
- Users are encouraged to stay informed about the latest developments and best practices in AI.

8. Policy Compliance

- **Compliance Measurement**

The IT Department will verify compliance with this policy through various methods, including but not limited to business tool reports, internal and external audits, and feedback to the policy owner.

- **Exceptions**

The AI Governance Committee must approve any exceptions to the policy in advance.

- **Non-Compliance**

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Related Standards, Policies, and Processes

- Acceptable Use Policy
- Data Security Policy