



Artificial Intelligence Policy

August 2025

Our Values

The United Church in Australia, Synod of South Australia (UCASA) values all personnel and recognises that all interactions should be approached through a lens of justice and fairness, care and safety, intentional growth and encouragement and accountability. In this way, UCASA strives for excellence in its stewardship of its people and seeks to value each individual and the unique skills, gifts and talents they possess.

Overview

The responsible use of Artificial Intelligence (AI) by UCASA personnel has the potential to enhance the work of the UCASA. It is acknowledged that applications of Artificial Intelligence are already embedded in our working life. However, alongside these benefits lie potential risks from AI system failures and/or abuse, including misuse of personal data, algorithmic discrimination and poorly controlled automated decision-making. In this sense the responsible use of artificial intelligence should be seen as a ministry advantage when used appropriately.

This policy provides expectations of all personnel regarding the appropriate use of AI.

Scope

This policy applies to all personnel appointed by UCASA to provide services (paid or voluntary). Presbyteries, Congregations and other Church Body councils are encouraged to adopt this policy for their workplaces.

This policy is designed to address personnel's use of third-party generative AI tools to perform their duties and where the tools being used are not mandated by UCASA. This policy applies to the use of any third-party or publicly available generative artificial intelligence (GenAI) tools, including but not limited to ChatGPT, Google Bard, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, produce work (reports, papers or the like), or perform certain tasks.

Publicly available applications driven by GenAI, such as chatbots (ChatGPT, Google Gemini, Microsoft Co-pilot) or image generators (DALL-E 2, Midjourney) are widely used. These content-generating tools may offer attractive opportunities to streamline work functions and increase efficiency; however they come with significant security, accuracy, and intellectual property risks. This policy highlights the significant issues presented by GenAI and aims to help personnel understand the guidelines for its acceptable use, and protects the UCASA's confidential or sensitive information, trade secrets, intellectual property, workplace culture, commitment to diversity, and brand.

Definitions

Term	Meaning
Artificial Intelligence	Artificial Intelligence (AI) is an engineered system that generates outputs such as content, forecasts, recommendations or decisions for a given set of human-defined objectives (Source: International Organisation for Standardization and the International Electrotechnical Commission ISO/IEC 22989). Generative Artificial Intelligence (see below) is a subset of Artificial Intelligence. There are many other subsets of Artificial Intelligence that are not included in detail in this Policy. To utilise other Artificial Intelligence subsets, Personnel shall obtain prior approval from the General Secretary in consultation with the Manager, Information, and Communications Technology.
Church Body	As per the definition of Body in the Uniting Church's Constitution, includes council, committee, department, college, board, agency or other institution <u>within</u> the bounds of UCASA: • Synod (Pirie St Office), Synod (Brooklyn Park) College Campus - Yarthu Apinthe, Uniting Venues SA, Uniting Aboriginal and Islander Christian Congress (UAICC), • Presbyteries, Congregations and Faith Communities.
Confidential Information	For the purpose of this policy, 'confidential information' is defined as: • the names, details and other personal or business information relating to Ministers, members, adherents, clients and volunteer or paid personnel of UCASA judged to be of a sensitive nature; • matters of a pastoral, professional or personal nature, intellectual property of any type, information on the reasons for any UCASA decision, marketing procedures and information, accounting programs and procedures, financial information, strategic and business plans whether they relate to the Synod, Presbyteries, Congregations or individual Faith Communities; • other information which UCASA through any of its policy and processes has defined as confidential or which, if disclosed, could be reasonably expected to be detrimental to the standing of UCASA as a whole, any specific group within UCASA or any of its employees, members or adherents; and • all other information which is communicated to personnel in circumstances which they know, or ought reasonably to know, is confidential to UCASA or any other persons with whom UCASA is associated, but excludes any information that could be reasonably assumed to be public knowledge or that was known to personnel prior to the commencement of their employment or volunteer duties with UCASA.
Contractor	Individuals paid to provide services to UCASA, or to the Church body, who are not engaged or employed as Ministry Agents or Employees and are not a Volunteer.
Employee	Any person directly employed by the UCASA, or employed by a Church body on behalf of the Uniting Church in Australia, and remunerated for the work they undertake for their employer.
Executive Officer	An individual who is appointed to lead a UCASA ministry centre by the Synod or its Standing Committee, usually a person who has been delegated authority to make decisions on behalf of the UCASA and is accountable for the delivery of outcomes for a department, function or program within their ministry centre, and reports to the General Secretary.
Generative Artificial Intelligence	Generative Artificial Intelligence (GenAI) is a branch of Artificial Intelligence that can create new content and ideas, including conversations, stories, images, videos and music, sourced from large datasets, often in response to prompts.

Term	Meaning
Manager	An individual appointed by an employer or governing council of a Church body, temporarily or permanently, to a supervisory role i.e. has work performance and workplace behaviour oversight of other personnel.
Member	For the purposes of this policy, includes any Member, Confirmed Member, Member in Association, or Adherent as defined in the Uniting Church 'Constitution' and 'Regulations'.
Ministry Agent	These are people engaged in specified ministries within the bounds of UCASA - includes (as referenced in the Uniting Church's 'Regulations' and the 'Code of Ethics and Ministry Practice') Candidates, Community Ministers and Chaplains, Deacons, Deaconesses, Interns, Lay Pastors, Ministers of the Word, Ministry of Pastors, Accredited Youth Workers, and Ministers from other denominations serving in approved placements in the UCASA.
Personnel	Any person commissioned, employed and or engaged in, or contributes towards the planning/management/delivery of, and or are involved or participates in any functions, programs or activities associated with a Church body (includes Ministry Agent, Employee, Volunteer, Contractor, Member, Visitor, and Guest).
Uniting Church (the Church)	The Uniting Church in Australia
UCASA (the Synod)	Uniting Church in Australia, Synod of South Australia
Volunteer	Either a formal or informal volunteer.
Formal Volunteer	A formal volunteer, an individual recognised by the governing council of a Church body, who has actual capacity to influence and control, and who willingly provides work or performs a service to benefit the mission and objectives of the Church or Church body and receives no payment as a result of their work.
Informal Volunteer	An informal volunteer may not necessarily fit the definition of 'worker' (but rather 'other person') under the Work Health and Safety Act 2012 (SA) as they may not be performing the work of the Church body but rather working for their own religious purposes or values and for the good of the Church body. Meaning an informal volunteer donates their time to support the activities of their Church body through voluntary acts of helping and kindness in local communities.
Worker	As per the definition in the model WHS laws, a worker is a person who carries out work for the Church Body, including work as an employee, a contractor, a subcontractor, a self-employed person, an outworker, an apprentice or trainee, a work experience student, an employee of a labour hire UCASA placed with a 'host employer', or as a (formal) volunteer. The term 'work' is not defined in the model WHS laws and has its ordinary meaning.
Workplace	A workplace is a place where work is carried out for the Church body and includes any place where a worker goes, or is likely to be, while at work. Generally this means in the context of the Church body, but may not be restricted to: - any place of worship within the bounds of UCASA - any UCASA property used by the Church body - any other property owned by The Uniting Church in Australia Property Trust (S.A.) - any other location or workplace (as defined by Section 8 of the Work Health and Safety Act 2012 – SA) where approved Church body work, activities or functions are being conducted.

Policy Principles

The responsible use of Artificial Intelligence (AI) by UCASA personnel has the potential to enhance the work of the UCASA.

Microsoft Copilot is approved by UCASA for use within the organisation due to its stringent data protections as data provided to it doesn't leave the organisation nor is it used for any other purpose.

The UCASA values the safety of all its personnel. When performing their duties, personnel should take reasonable steps to ensure safe and ethical use of any third-party generative AI tools, as follows:

- Understand that Generative Artificial Intelligence (GenAI) tools may be useful but are not a substitute for human judgment and creativity.
- Understand that many GenAI tools are prone to providing 'hallucinations', false answers or information, or information that is outdated, and therefore responses must always be carefully verified by a human.
- Treat every piece of information provided to a GenAI tool as if it will go viral on the Internet attributed to the providing personnel or UCASA, regardless of the settings selected within the tool (or the assurances made by its creators).
- Clearly acknowledge when a GenAI tool has been used, which has been materially relied upon, to help perform a task. Either in-text citation, footnote or in a reference list: state the name of the creator of the tool as the author (eg Open AI 2023), details of the version if known, (ChatGPT May 2024 version), include the shareable URL to the available content, otherwise if the content is not shareable, include the prompt used and the output generated in an appendix.
- Verify that any response from a GenAI tool that is intended to be used or relied on is accurate, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and is consistent with UCASA policies and applicable laws.

Examples of Appropriate Use of AI include:

- *Formulate correspondence, emails and replies*
- *Brainstorm ideas, concepts, frameworks*
- *Simplify complex topics for research*
- *Enhance grammar, language expression or write in plain English (based on our own original writing)*

Furthermore, personnel should not:

- Use GenAI tools to make or help make employment decisions about applicants or personnel, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Upload or input any confidential, proprietary, or sensitive UCASA information into any GenAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked Confidential, Sensitive, or Proprietary, or any other non-public UCASA information that might be of use to competitors or harmful to the UCASA if disclosed. This may breach personnel's or the UCASA's obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause the UCASA's rights to that information to be challenged.

- Upload or input any personal information (names, addresses, likenesses, etc.) about any person into any GenAI tool.
- Represent work generated by a GenAI tool as being one's own original work.
- Integrate any GenAI tool with internal UCASA software without first receiving specific written permission from the ICT Department or an appropriate manager.
- Use GenAI tools other than those on the approved list from the UCASA's ICT Department. Malicious chatbots can be designed to steal or convince you to divulge information.

Safe and Ethical Use (for the development of tools and systems that use AI)

Further to the principles above, based on Australia's AI Ethics Principles:

- Human, societal and environmental well-being: AI systems should benefit individuals, society and the environment.
- Human-centred values: AI systems should respect human rights, diversity, and the autonomy of individuals.
- Fairness: AI systems should be inclusive and accessible and should not involve or result in unfair discrimination against individuals, communities or groups.
- Privacy protection and security: AI systems should respect and uphold privacy rights and data protection and ensure the security of data.
- Reliability and safety: AI systems should reliably operate in accordance with their intended purpose.
- Transparency and explainability: There should be transparency and responsible disclosure so people can understand when they are being significantly impacted by AI and can find out when an AI system is engaging with them.
- Contestability: When an AI system significantly impacts a person, community, group or environment, there should be a timely process to allow people to challenge the use or outcomes of the AI system.
- Accountability: People responsible for the different phases of the AI system lifecycle should be identifiable and accountable for the outcomes of the AI systems, and human oversight of AI systems should be enabled.

Responsibilities

The **General Secretary** in consultation with the Manager, Information and Communications Technology, is responsible for:

- approving the use of subsets of Artificial Intelligence, other than Generative Artificial Intelligence, that are not included in detail in this Policy.

The **Executive Officer, Resources** is responsible for:

- approval of, and amending, this policy in consultation with the Manager, Human Resources and Executive Officers;
- ensuring that this policy and agreement will be constantly reviewed to maintain their relevance and integrity in line with appropriate legislation;
- ensuring that the contents of this policy and agreement are understood and applied by all personnel.

Manager, Human Resources is responsible for:

- periodically assessing compliance with this policy and procedure to ensure consistency of application across all ministry centres.

Managers are responsible for:

- ensuring they and the personnel for whom they are responsible are aware of and comply with this policy.

Failure to comply with the policy

Personnel currently appointed to provide services (paid or voluntary) should be aware that failure to comply with this policy will be investigated and may lead to disciplinary action. If you are concerned that someone has violated this policy, report this behaviour to your manager or any member of Human Resources

Issue Resolution

Refer to the UCASA Grievance Policy procedures for further information.

- [UCASA Grievance Policy](#)

Dissemination of Policy and Procedure

A copy of this policy will be made available to all personnel. The intent of this policy will be explained to each new personnel at their induction.

Monitoring and Review

This policy will be reviewed at least annually taking into account material changes in the use of Artificial Intelligence or in response to a material change in applicable legislation and/or regulations.

Related Legislation and Documents

- [Confidentiality Policy](#)
- Privacy Act 1988 (Privacy Act)
- [Privacy Manual](#)
- [Privacy Policy](#)
- Privacy Regulation 2013
- UCLT Guidelines - Appropriate Use of AI for Students' Assessments (August 2024)

Links

- [Confidentiality Agreement](#)

Approval Authority

Approval and Review	Details
Approval Authority	Executive Officer, Resources
Advisory Committee to Approval Authority	Human Resources and Remuneration Committee
Administrator	Manager, Human Resources
Next Review Date	2026 (1-years)

Feedback

Employees may provide feedback about this Policy and Procedure by emailing resources@sa.uca.org.au or humanresources@sa.uca.org.au

Current Policy Approved: August 2025

Replaces: Nil

First Issued: Nil