

Title	Artificial Intelligence (AI) and Automated System Use Policy		
Number	26/02	Date	Aug 10, 2026
Revised			
Preamble			
If the Fort Saskatchewan Public Library inputs personal information into an artificial intelligence (AI) or automated system to generate content, or to make decisions, recommendations, or predictions directly affecting an individual, the Library will explicitly identify this use in its statutory collection notices. The Library will ensure that personal information used in these systems is accurate, protected by reasonable security arrangements, and managed in full compliance with the <i>Protection of Privacy Act</i> (POPA). Personal, confidential, or sensitive personal information must not be entered into unvetted public or generative AI tools. Human oversight will be maintained to validate system outputs before they inform decisions affecting individuals.			
1. PURPOSE			
To establish principles and operational expectations for the responsible, transparent, and legally compliant use of artificial intelligence and automated systems, ensuring the protection of personal privacy in accordance with POPA and its regulations.			
2. SCOPE			
This policy applies to all Board Trustees, employees, contractors, service providers, and volunteers using artificial intelligence or automated systems for library governance, administration, or service delivery.			
3. DEFINITIONS			
- Artificial Intelligence (AI) System: A machine-based system that infers from input data how to generate outputs (such as predictions, recommendations, content, or decisions) that can influence physical or virtual environments. - Automated System: Any system, software, or computational process used in whole or in part to determine outcomes, make or aid decisions, process data, or interact with individuals.			

- Generative AI: Artificial intelligence tools capable of generating content (such as text, code, audio, or images) based on input prompts.
- Human-in-the-Loop Oversight: An administrative control requiring human review, validation, and intervention to verify the accuracy and fairness of automated system outputs before they are relied upon.

4. PROVISIONS

1. Mandatory Collection Notices & Transparency

- Statutory Collection Notice Requirement: In accordance with Section 5(2)(d) of POPA, whenever personal information is collected directly from an individual and intended to be processed through an automated system or AI tool to generate content or make decisions, recommendations, or predictions, this intention must be explicitly stated in the collection notice.
- Clear Purpose Citation: Collection notices will state the operational purpose, the specific legal authority under POPA, and the contact details for the Privacy Officer.

2. Preferred Use of Non-Personal Data

- Data Minimization: The Library will prioritize the use of non-personal, synthetic, or de-identified data when utilizing AI or automated systems for research, planning, or service evaluation.
- Restricted Use of Personal Data: Personal information will only be used in automated systems where necessary for an authorized library purpose under Section 12 of POPA and where permitted by law.

3. Protection of Personal & Confidential Information

- Prohibited Inputs: Staff, volunteers, contractors, and Trustees must never input personal information (e.g., patron borrower accounts, circulation histories, staff HR records) or confidential library files into public or unvetted Generative AI platforms.
- Vendor Data Security: Enterprise or cloud-based automated systems processing personal information must guarantee that input data is encrypted, is not shared with unauthorized third parties, and is not used to train public AI models.

4. Human Oversight & Data Accuracy

- Human-in-the-Loop Mandatory: Automated systems will not operate without human review. Staff must validate outputs before they are used to make decisions affecting individuals or to populate official library records.
- Accuracy Standard (POPA s. 6(a)): Staff will make every reasonable effort to ensure personal information processed by automated systems is accurate, complete, and up to date.
- Decision Retention Rule (POPA s. 6(b)): If an automated system is used to make a decision that directly affects an individual, the personal information and system output must be retained for at least one year following the decision so the individual has an opportunity to request access or correction.

5. Risk Mitigation & PIAs

- Privacy Impact Assessments: The implementation of any new automated system or AI tool that involves personal information or automated decision-making requires a Privacy Impact Assessment prior to deployment.

6. RESPONSIBILITIES

- The Library Board will:
 - Review and approve this policy every one year in accordance with provincial AI governance guidelines.
- The Library Director / Privacy Officer will:
 - Ensure operational compliance with this policy and POPA.
 - Ensure collection notices accurately reflect any automated system or AI usage.
 - Oversee PIAs and security reviews for new automated tools processing personal information.
- **Staff, Volunteers, and Contractors will:**
 - Ensure appropriate use and human oversight of automated systems within their work areas.
 - Identify and mitigate privacy, security, and data accuracy risks.
 - Use AI and automated systems strictly in accordance with this policy and collection notices.
 - Refrain from entering personal or confidential information into unvetted AI tools.
 - Immediately report any suspected data security incidents or policy breaches to the Privacy Officer.

Approval

Signature



Nicole Starker Campbell
Board Chair