



SWALLOWFIELD PARISH COUNCIL

Use of Artificial Intelligence

Public Transparency Notice

How We Use Artificial Intelligence (AI) to Serve Our Community

Swallowfield Parish Council is committed to using modern tools to deliver the best possible value for our residents' council tax precept.

To improve our administrative efficiency, our council officers and elected members use approved Artificial Intelligence (AI) tools to assist with daily operations.

How AI Helps Us:

- **Saving Time:** We use AI to condense lengthy regional government reports and consultation documents into quick summaries.
- **Drafting Assistance:** AI helps us create the first drafts of community newsletters, social media reminders, and event announcements.
- **Proofreading:** We use these tools to check grammar and formatting to ensure our communications are clear and accessible.

Our Commitment to Security and Integrity:

- **Your Privacy is Safe:** We strictly prohibit the input of any personal data, private correspondence, or confidential information into AI tools. Your data remains fully protected under GDPR.
- **Humans Remain in Control:** AI never makes decisions for our council. Every document, notice, and policy draft is thoroughly fact-checked, edited, and approved by a human officer or councillor before publication.

If you have any questions about our use of technology, please read our full **Artificial Intelligence Use Policy**

https://www.swallowfieldpc.gov.uk/assets/files/policies/3.6_artificial_intelligence_use_policy.pdf or contact the Parish Clerk at clerk@swallowfieldpc.gov.uk

*Adopted at the
Parish Council Meeting held on
11th August 2026*