AI Tool Risk Acceptance

Organisation: _____ Reference: _____ Date: _____

1. REQUEST

Requested by (name, role)	
AI tool and plan	e.g. ChatGPT Business, Microsoft 365 Copilot, Grok, an AI agent
Vendor	
Business purpose	
Who will use it	

2. DATA INVOLVED

Data the tool will see	☐ Public ☐ Internal ☐ Confidential ☐ Personal data ☐ Special category / health
Specific systems or sources	e.g. email, HR system, client files, CRM
Data that must never be entered	

3. ACCESS AND ACTIONS

Access level	☐ Read only ☐ Read and write ☐ Can act (send, install, change)
Can it send data outside the organisation?	☐ No ☐ Yes: _____
Account type	☐ Organisation-managed ☐ Personal account

4. VENDOR TERMS AND RISKS

Trains on our inputs?	☐ No ☐ Yes ☐ Unknown
Data retention	
Where data is processed	
Key risks identified	e.g. data leakage, inaccurate output, prompt injection, over-broad access
Laws and obligations that apply	e.g. GDPR / UK GDPR, sector rules, client contracts
Conditions and controls required	
Residual risk	☐ Low ☐ Medium ☐ High

5. DECISION

Decision	☐ Approved ☐ Approved with conditions ☐ Rejected
Review date	

Role	Name	Signature	Date
Risk owner (CEO / director)			
Data protection lead / DPO			
IT / security			

By signing, the risk owner accepts the residual risk above for the stated purpose until the review date. Template by Mitchell Swapnil, mitchellswapnil.com. Free to use and adapt. Not legal advice.