📌 City of Red Deer AI Compliance Guide for Recreation Staff

🔹 **AI is allowed—but use it responsibly!** Follow these guidelines to ensure safe, ethical AI use in your daily workflows.

☑️ Approved AI Uses (What You CAN Do)

✓ **Summarizing emails & reports** *(e.g., "Give me a bullet-point summary of this meeting memo.")*
✓ **Drafting marketing content** *(e.g., AI-generated social media posts, event descriptions)*
✓ **Brainstorming new program ideas** *(e.g., "Suggest five new recreation programs for seniors")*
✓ **Rewriting & improving documents** *(e.g., "Make this policy explanation more engaging")*

🚫 AI Restrictions (What You CANNOT Do)

❌ **Do NOT input confidential, sensitive, or city-protected data into AI tools.**
❌ **Do NOT let AI make final decisions**—always **review and verify outputs**.
❌ **Do NOT assume AI-generated content is 100% accurate—fact-check everything!**
❌ **Do NOT use AI to analyze city financials, participant records, or private reports.**

🔸 AI & Privacy: What to Watch Out For

✅ **Only use AI tools that comply with city IT security policies** *(check with I&T before using new tools)*.
✅ **Turn off AI chat history/storage** where possible *(some tools allow this for added privacy)*.
✅ **If unsure, ask your supervisor or I&T Services for AI use approval.**

📢 Take AI Further: Get the Full Guide!

📖 **Want a step-by-step AI guide for recreation professionals?**
🔥 **Get 'AI for Recreation Professionals' on Amazon (digital & physical copies)!**

🚀 **Start using AI responsibly & effectively today!**