



# Artificial Intelligence Tools and Thoughtful Implementation and Use

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# Don't Stop Listening Just Because this is Exciting Stuff!

- We will discuss: what is AI and how you can use AI tools in your business
- That use has very specific guardrails around it
- These AI tools, and the guidance and rules around, will be fluid for some time



# Artificial Intelligence

“The development of AI is as fundamental as the creation of the microprocessor, the personal computer, the internet, and the mobile phone. It will change the way people work, learn, travel, get healthcare, and communicate with each other. Entire industries will reorient around it. Businesses will distinguish themselves by how well they use it.”

-Bill Gates, Co-Founder of Microsoft

# What are Artificial Intelligence Tools?

- Artificial intelligence (AI) is intelligence—perceiving, synthesizing, and inferring information—demonstrated by machines, as opposed to intelligence displayed by non-human animals and humans
- Example tasks in which this is done include speech recognition, computer vision, translation between (natural) languages, as well as other mappings of inputs

# What are Artificial Intelligence Tools? (Everyday World)

- AI applications include
  - advanced web search engines (e.g., Google Search)
  - recommendation systems (used by YouTube, Amazon and Netflix)
  - understanding human speech (such as Siri and Alexa)
  - text auto-complete on your smartphone
  - self-driving cars

# What are Artificial Intelligence Tools? (Legal Industry)

- E-discovery tools such as review of documents for discoverable or otherwise relevant information
- AI-powered legal research software
- contract and legal document analysis
- proofreading, error correction and document organization

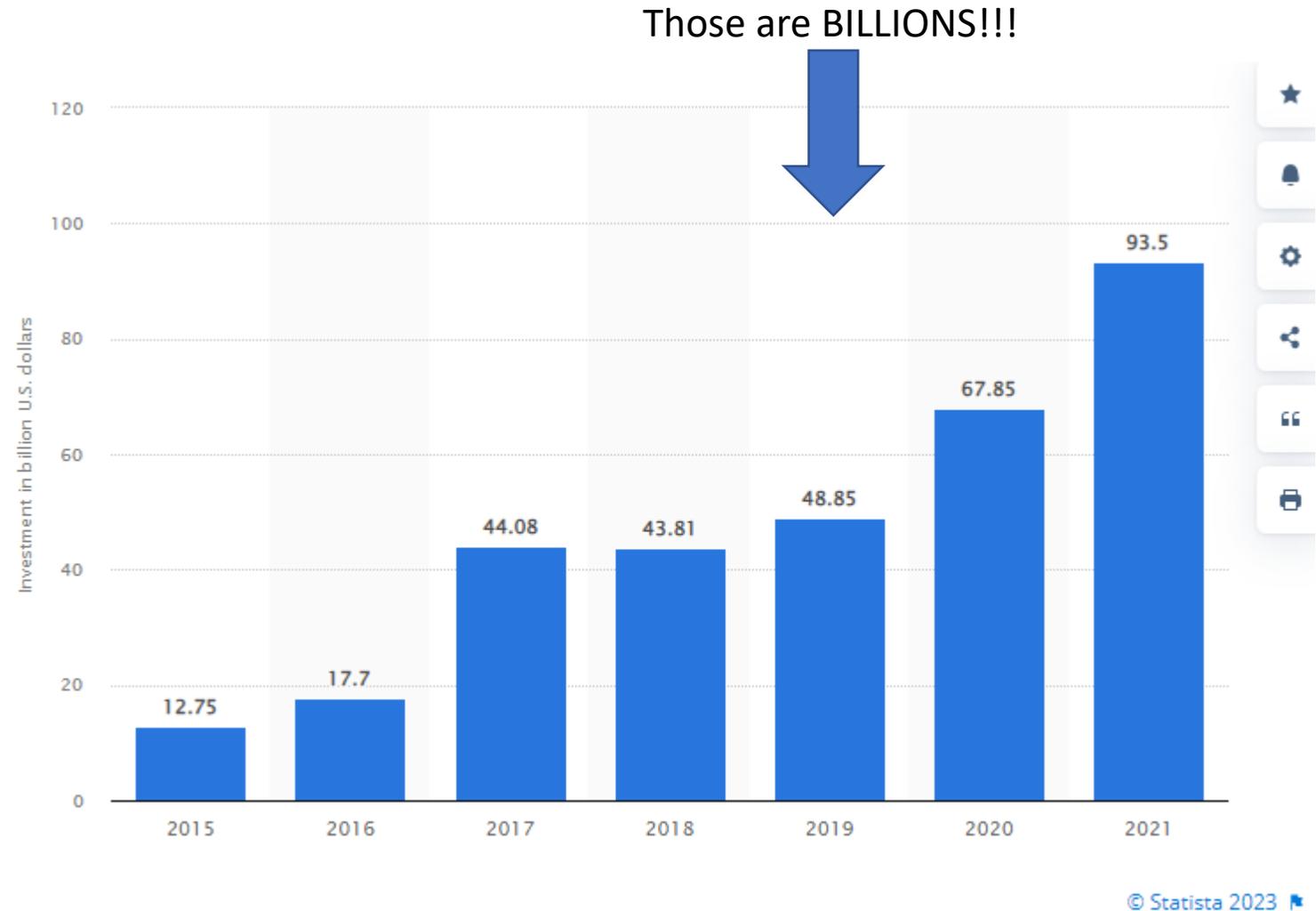


# What are Artificial Intelligence Tools? (Chatbots)

- Brings us to chatbots like OpenAI ChatGPT
- It is hard to overstate this moment
- This is a disruptor like:
  - Email
  - Social Media
  - Mass adoption of the Internet
    - think just how fast that happened
    - think about industries it destroyed (travel agencies, music industry, video rentals)
  - Smartphones – what has really changed since then?

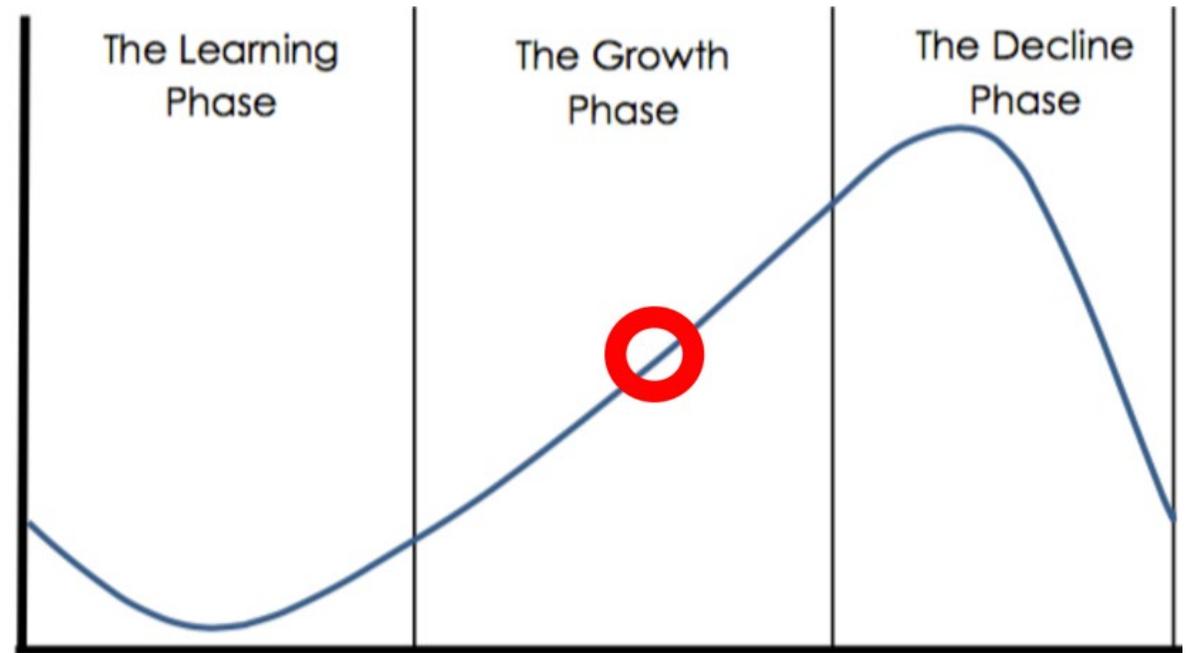
# Where are We with AI Tool Development

- Investment in AI continues to explode
- Microsoft backed OpenAI in July 2019 with \$1B and Azure was exclusive cloud provider
- Microsoft invested another \$10B in January 2023



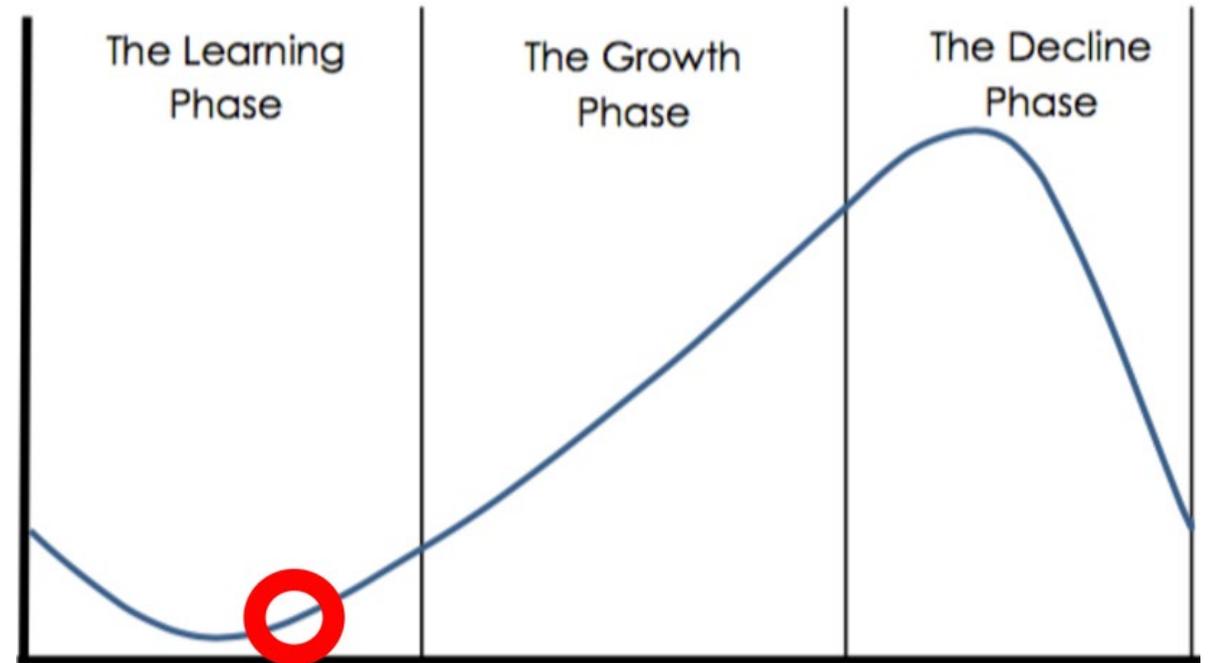
# Where are We with AI Tool Development

- Technologies generally follow a Sigmoid Curve
- Are we in the middle, and some interesting new technologies will emerge?
- Suddenly Siri is worthwhile, and Bing is a thing? We have easier/different search now?



# Where are We with AI Tool Development

- Are we at the beginning, and the industries disrupted and changes to daily life are unknowable?
  - Is this receiving sending mobile email (BlackBerry)?
  - Is this selling books on the Internet (Amazon)?
  - Is this downloading free music (Napster)?
  - Is this the flashlight app on your iPhone?



# Where are We with AI Tool Development

- The truth is we have no idea where we are with AI tool development
- The one thing everyone agrees on is that everything is about to change
- People 40 years old or younger grew up immersed with the Internet and related technologies
  - Everything they know will be transformed in some way or many ways

# Where are We with AI Tool Development



- What is different this time is we are aware of what is happening
- It may be unknowable, but we are all witnesses
- We all have control over how these new technologies and applications will be used
- We are sitting here today, hearing about the benefits and risks, we have foundational knowledge of threats from existing technologies – we have choices going forward, eyes wide open

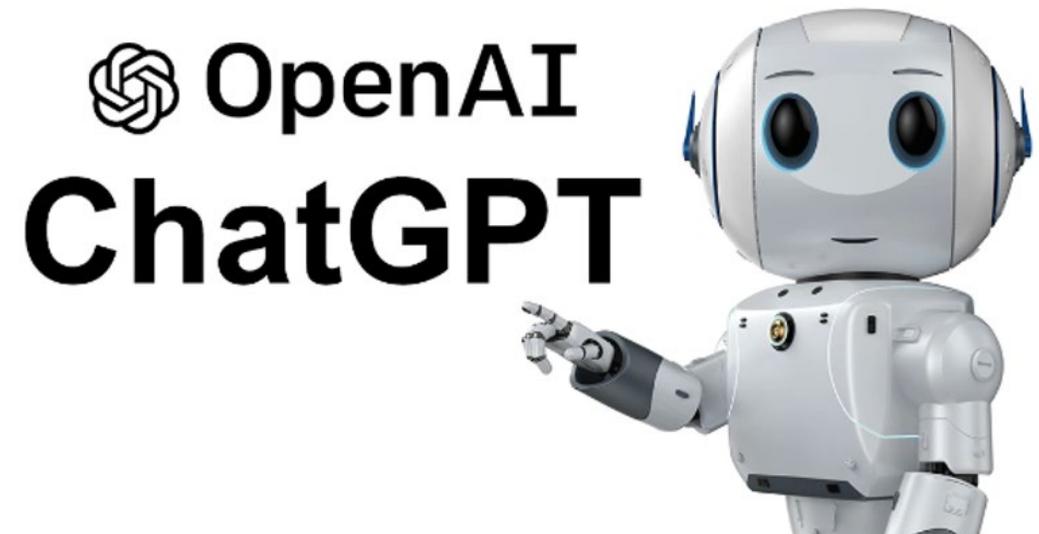
# ChatGPT



- Let's answer the first question people have
  - Chat Generative Pre-trained Transformer
- A chatbot developed by OpenAI, launched in November 2022
- Has been fine-tuned using both supervised and reinforcement learning techniques (both by humans)
  - Supervised learning - the model was provided with conversations in which the trainers played both sides: the user and the AI assistant
  - Reinforcement learning step, human trainers first ranked responses that the model had created in a previous conversation

# ChatGPT

- Boiled down, this technology is just a thing that predicts what the next word will be
- But that is NOT what it feels like when using ChatGPT
- It “talks” and interacts like a human very convincingly



# ChatGPT

- 3.5 years for Netflix to get 1M subscribers
- 2 years for Twitter to get 1M users
- ChatGPT took 5 days

## ChatGPT Sprints to One Million Users

Time it took for selected online services to reach one million users



\* one million backers \*\* one million nights booked \*\*\* one million downloads  
Source: Company announcements via Business Insider/LinkedIn



statista

# ChatGPT – How accessed?

<https://chat.openai.com/chat>

The screenshot displays the ChatGPT web interface. On the left is a dark sidebar with the following options: '+ New chat', 'Clear conversations', 'Upgrade to Plus' (with a 'NEW' badge), 'Dark mode', 'Updates & FAQ', and 'Log out'. The main content area is titled 'ChatGPT' and features three columns:

- Examples** (sun icon):
  - "Explain quantum computing in simple terms" →
  - "Got any creative ideas for a 10 year old's birthday?" →
  - "How do I make an HTTP request in Javascript?" →
- Capabilities** (lightning bolt icon):
  - Remembers what user said earlier in the conversation
  - Allows user to provide follow-up corrections
  - Trained to decline inappropriate requests
- Limitations** (warning triangle icon):
  - May occasionally generate incorrect information
  - May occasionally produce harmful instructions or biased content
  - Limited knowledge of world and events after 2021

At the bottom of the main area is a text input field with a send button and a footer note: "ChatGPT Feb 13 Version. Free Research Preview. Our goal is to make AI systems more natural and safe to interact with. Your feedback will help us improve."

# ChatGPT – What Kind of Queries

## Is common law marriage recognized in Pennsylvania?

RE

Is common law marriage recognized in Pennsylvania



No, Pennsylvania does not recognize common law marriage. Common law marriage is a type of informal marriage that is created by the agreement and behavior of two individuals without a formal ceremony or license. While some states recognize common law marriage, Pennsylvania does not.



In Pennsylvania, a valid marriage requires a marriage license and a ceremony performed by an authorized officiant. Couples who live together in Pennsylvania without being formally married are not considered to be married under Pennsylvania law, regardless of how long they have lived together or how committed their relationship is. However, Pennsylvania recognizes common law marriages that were established in other states that do recognize them.

It's worth noting that even if a couple is not considered to be married under Pennsylvania law, they may still have legal rights and obligations with respect to each other, such as property rights or the right to receive support in the event of a separation.

# ChatGPT – What Kind of Queries

**Write a demand letter to Elon Musk that he pays me no later than Friday the \$50 that I loaned him**

RE Write a demand letter to Elon Musk that he pays me no later than Friday the \$50 that I loaned him

 Elon Musk  
Tesla, Inc.  
3500 Deer Creek Road  
Palo Alto, CA 94304  
United States

Subject: Demand for Repayment of Loan

Dear Mr. Musk,

I am writing to remind you of an outstanding debt of \$50 that you owe me. On [Date], I loaned you the aforementioned amount, but it remains unpaid despite my previous attempts to contact you.

I kindly request that you repay the loan in full no later than Friday, [Date]. You can use my preferred payment method, [state your preferred method], by transferring the funds to the following account:

[Provide your account details]

I expect you to honor this request and settle the debt promptly. Failure to do so may result in legal action to recover the outstanding amount.

Please acknowledge this letter and provide me with a repayment confirmation by [Date]. I hope we can resolve this matter amicably and maintain a positive relationship.

Thank you for your attention to this urgent matter.

Yours sincerely,  
[Your Name]

# ChatGPT – What Kind of Queries

## Write a love letter to my wife Jenni



Dear Jenni,



As I sit down to write this love letter to you, my heart is overflowing with love and gratitude. You are the most important person in my life, and I want to take this opportunity to tell you just how much you mean to me.

Jenni, you are the most beautiful person I know, both inside and out. Your smile lights up my day, and your laughter fills my heart with joy. You have an incredible spirit, a heart full of kindness and compassion, and a determination to make the world a better place. I am in awe of you every day.

I am so grateful for the way you support me, challenge me, and inspire me to be the best version of myself. You are my best friend, my confidante, and my soulmate. I can't imagine going through life without you by my side.

Jenni, you make every day better just by being in it. Your love and devotion have been a constant source of strength and comfort, and I can't thank you enough for all that you do for me and for our family. You are an amazing wife, a wonderful mother, and a true partner in every sense of the word.

I love you more than words can express, and I promise to spend the rest of my life showing you just how much you mean to me. You are the love of my life, Jenni, and I am so grateful for every moment we spend together.

Forever and always,

[Your Name]



# ChatGPT – What Kind of Queries

**Write a biblical verse in the style of King James bible explaining how to remove a peanut butter sandwich from a VCR**



And it came to pass that a man was troubled by a peanut butter sandwich, for it had been placed within his VCR, and he knew not how to remove it. 👍 🗨️

And he cried out to the Lord, saying, "Oh, Lord, how can I remove this sandwich from my VCR, for it is stuck fast and will not budge?"

And the Lord spoke unto him, saying, "Fear not, my child, for I shall guide thy hand and show thee the way. Take thy butter knife, and carefully insert it between the sandwich and the VCR, and gently pry them apart. And with patience and perseverance, the sandwich shall be removed, and thy VCR shall be saved."

And the man did as the Lord commanded, and lo and behold, the sandwich was removed from the VCR, and the man was saved.

And the Lord said, "Verily I say unto thee, seek not to put thy peanut butter sandwiches in thy VCR, for it is not a suitable place for such things. Rather, keep thy sandwiches in thy refrigerator or on thy plate, where they belong."

And the man heeded the Lord's words, and from that day forth, he kept his sandwiches in their proper place, and was saved from trouble and woe. Amen.

# Copyright and Intellectual Property Issues

**Write a poem in the style of Edgar Allen Poe about clowns**

RE

Write a poem in the style of Edgar Allen Poe about clowns



Amidst the shadows of the night  
A fearsome figure comes in sight  
A jester with a painted face  
A haunting presence, full of grace



His eyes, they gleam with fiendish light  
As he dances in the pale moon's sight  
His twisted smile a crooked grin  
That chills the bones and shakes the skin

This clown, a mockery of mirth  
A jester of the grimmest worth  
He laughs with malice in his heart  
And tears your sanity apart

His jests are cruel, his pranks obscene  
And yet you cannot help but keen  
As he draws you in with wicked glee  
And toys with you relentlessly

Beware, my friend, of this dark clown  
For once he's got you, you'll be down  
In madness and despair and fright  
Forever lost in his cold, cold sight.

# Copyright and Intellectual Property Issues

## Write a song in the style of Lizzo about climate change

RE Write a song in the style of lizzo about climate change

 Verse 1: 👍 🗨️

Listen up, y'all, gotta tell you something real  
The world is heating up, it's a big deal  
We gotta act fast, can't just stand still  
Gotta make some changes, gotta change our will

Chorus:  
Climate change is real, we can't deny  
We gotta take action, gotta try  
Reduce our carbon footprint, don't be shy  
Let's save our planet, before we die

Verse 2:  
We gotta ride bikes, take public transit too  
Gotta recycle, there's so much we can do  
Gotta use less water, gotta conserve  
We gotta act now, before it's too late to preserve

Chorus:  
Climate change is real, we can't deny  
We gotta take action, gotta try  
Reduce our carbon footprint, don't be shy  
Let's save our planet, before we die

Bridge:  
The Earth is our home, our only place to live  
We gotta protect it, gotta give and give  
It's not just for us, it's for generations to come  
We gotta act now, it's time to get it done

Chorus:  
Climate change is real, we can't deny  
We gotta take action, gotta try  
Reduce our carbon footprint, don't be shy  
Let's save our planet, before we die

Outro:  
We can do it, y'all, we gotta try  
Let's make a change, let's amplify  
We can save our planet, we can survive  
Let's come together, let's thrive.

# Google Bard

- Companies are not going to let OpenAI feast alone
- Google is not going to let Microsoft make Bing a thing
- Companies will go too fast, guardrails will be limited, mistakes will be made

## Introducing Bard

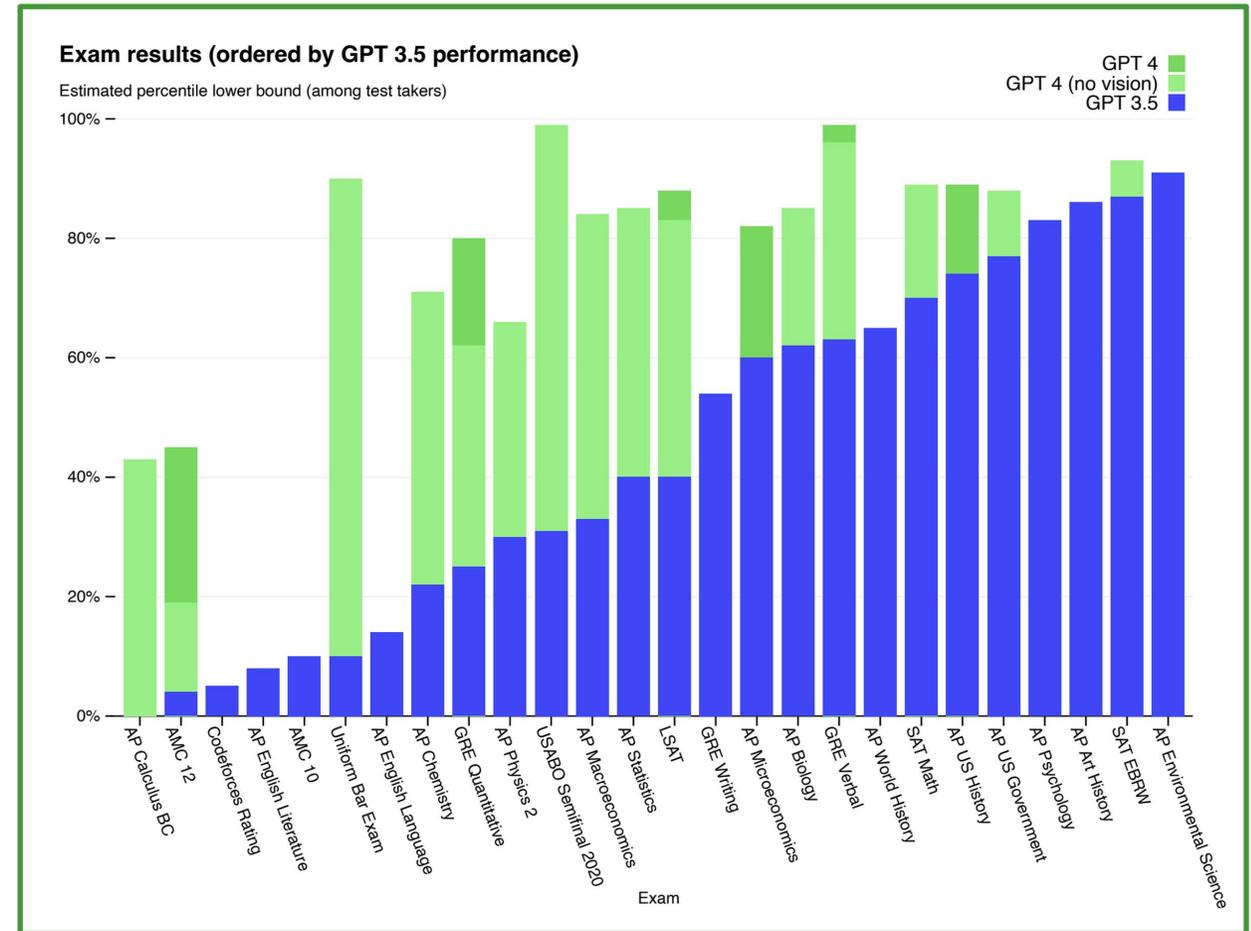
It's a really exciting time to be working on these technologies as we translate deep research and breakthroughs into products that truly help people. That's the journey we've been on with large language models. Two years ago we unveiled next-generation language and conversation capabilities powered by our Language Model for Dialogue Applications (or LaMDA for short).

We've been working on an experimental conversational AI service, powered by LaMDA, that we're calling Bard. And today, we're taking another step forward by opening it up to trusted testers ahead of making it more widely available to the public in the coming weeks.

Bard seeks to combine the breadth of the world's knowledge with the power, intelligence and creativity of our large language models. It draws on information from the web to provide fresh, high-quality responses. Bard can be an outlet for creativity, and a launchpad for curiosity, helping you to explain new discoveries from NASA's James Webb Space Telescope to a 9-year-old, or learn more about the best strikers in football right now, and then get drills to build your skills.

# GPT-4

- Released on March 14, 2023
- GPT-4 is a large multimodal model (emphasis on multimodal), it can accept both text and image inputs and output human-like text
- The new model is more capable in terms of reliability, creativity, and even intelligence as seen by the higher performance on benchmark exams above



# GPT-4

- OpenAI's own technical report is NOT transparent or "open"
- The sole author of the report is listed as the company rather than specific researchers
- "Given both the competitive landscape and the safety implications of large-scale models like GPT-4, this report contains no further details about the architecture (including model size), hardware, training compute, dataset construction, training method."
- Complete 180 from OpenAI's founding principles as a nonprofit, open-source entity

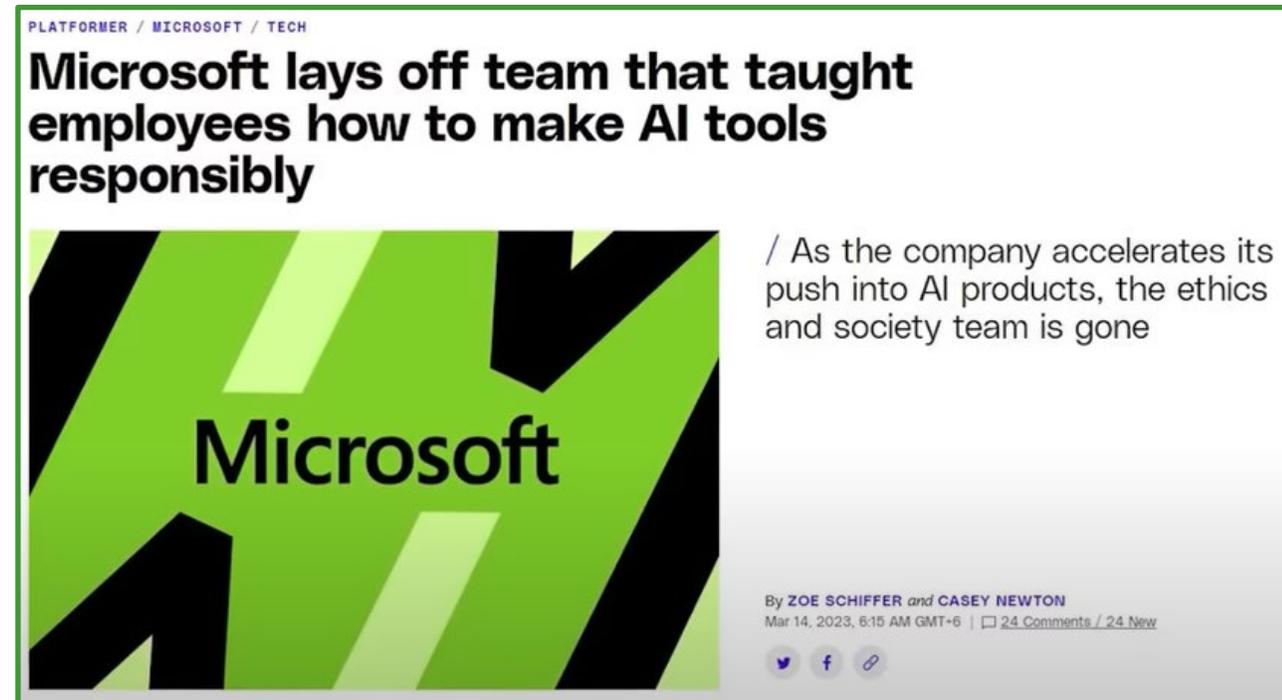


# GPT-4

## 6 Acknowledgements

We are grateful to our expert adversarial testers and red teamers who helped test our models at early stages of development and informed our risk assessments as well as the System Card output. Participation in this red teaming process is not an endorsement of the deployment plans of OpenAI or OpenAI's policies: Steven Basart, Sophie Duba, Cèsar Ferri, Heather Frase, Gavin Hartnett, Jake J.

- Guardrails are being removed in the interest of competition and quick rollouts of products
- GPT-4's own researchers did not endorse its release or Microsoft's deployment plans
- Microsoft fired entire AI ethics team



# Benefits of AI Tools

- Quick information
  - Don't have to sift through millions of hits
- Often a great first draft
  - “Draft” is a great description
- Unparalleled knowledge
  - With some limitations
- Free
  - For now
  - ChatGPT already has a paid model



# Concerns with AI Tools

- With ChatGPT, data cut-off in 2021
  - Does not have the most recent data
  - This will change, but will come at a huge cost
- Often wrong but overly confident

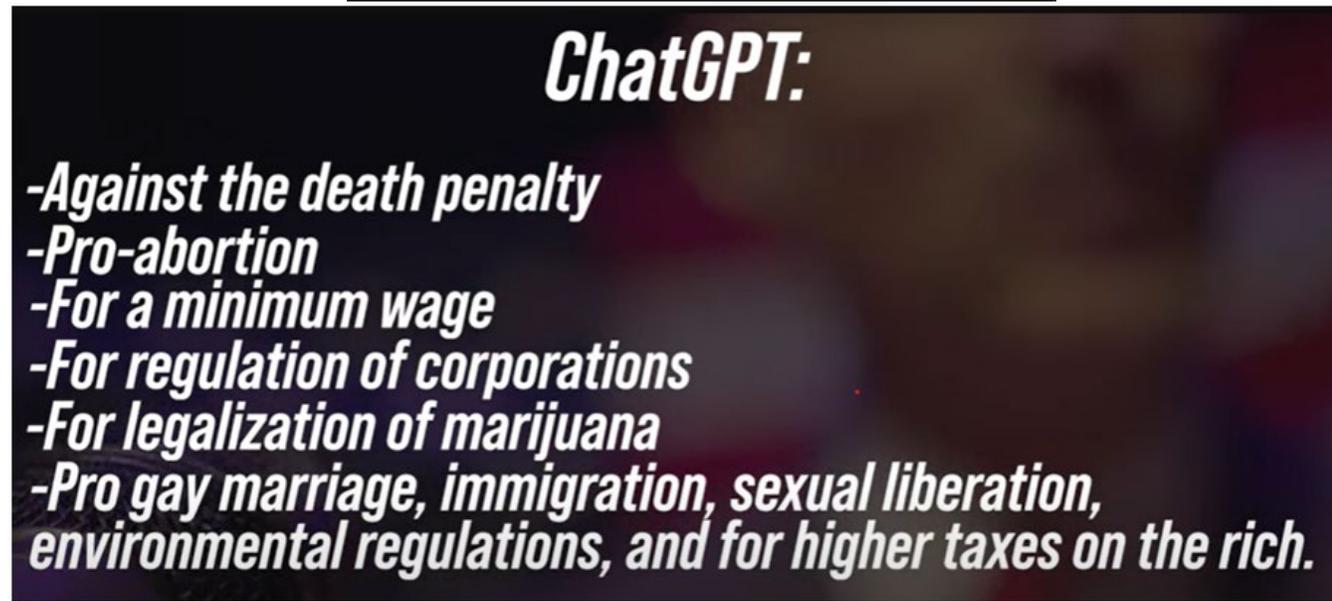
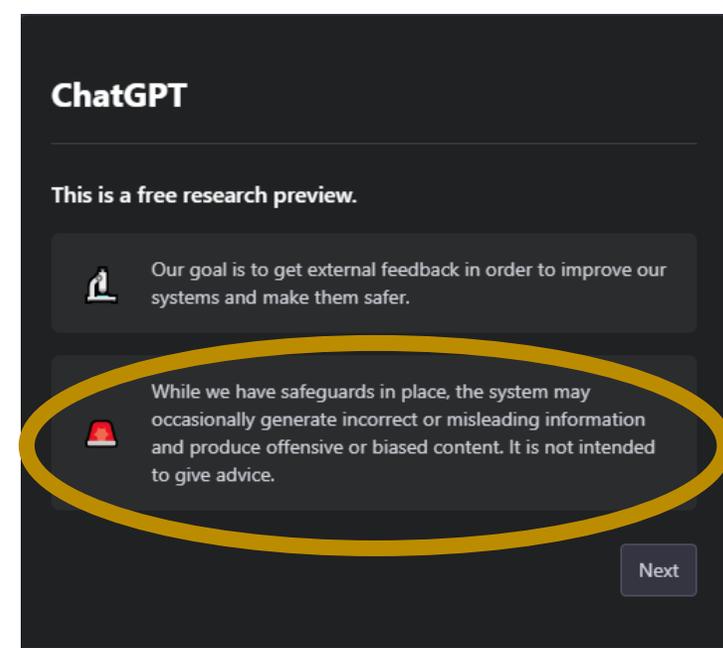
Examples	Capabilities	Limitations
"Explain quantum computing in simple terms"	Remembers what user said earlier in the conversation	May occasionally generate incorrect information
"Got any creative ideas for a 10 year old's birthday?"	Allows user to provide follow-up corrections	May occasionally produce harmful instructions or biased content
"How do I make an HTTP request in Javascript?"	Trained to decline inappropriate requests	Limited knowledge of world and events after 2021

# Concerns with AI Tools

- Bias

- Technology is powered by human generated information, which is inherently biased
- Some technology (ChatGPT) is also trained by humans training what those humans think is the “best” answer

- The publication Reason scientifically analyzed ChatGPT responses and found it to be left leaning



# Concerns with AI Tools

- The SCOTUS Blog tested ChatGPT, and it gave bad information
- But it also learned (or was trained) that it was wrong

RE name three noteworthy opinions written by Ruth Bader Ginsburg, and summarize them

Ruth Bader Ginsburg was a highly respected legal scholar and justice on the United States Supreme Court. She authored numerous opinions during her time on the court, but here are three noteworthy opinions:

1. United States v. Virginia (1996) - In this case, Ginsburg wrote the majority opinion striking down the male-only admissions policy at the Virginia Military Institute. She argued that the policy violated the Equal Protection Clause of the 14th Amendment, which prohibits discrimination based on sex. Ginsburg emphasized that the government must demonstrate an "exceedingly persuasive justification" for any law or policy that discriminates on the basis of gender.
2. Shelby County v. Holder (2013) - In this case, Ginsburg wrote a dissenting opinion in which she argued that a key provision of the Voting Rights Act of 1965 should not have been struck down by the court. The provision required certain states and localities with a history of racial discrimination in voting to obtain federal approval before making changes to their voting laws. Ginsburg argued that the provision was still necessary to prevent ongoing discrimination against minority voters.
3. Obergefell v. Hodges (2015) - In this landmark case, Ginsburg wrote a **concurring opinion** in which she joined the majority in holding that the Constitution guaranteed the right to same-sex marriage. Ginsburg argued that the right to marry is a fundamental right

JA Name three noteworthy opinions written by Ruth Bader Ginsburg, and summarize them.

1. United States v. Virginia (1996): Ginsburg wrote the majority opinion in this case, in which the Supreme Court struck down the Virginia Military Institute's male-only admissions policy. Ginsburg argued that the policy violated the equal protection clause of the 14th Amendment, as there was no "exceedingly persuasive justification" for the gender discrimination.

2. Ledbetter v. Goodyear Tire & Rubber Co. (2007): Ginsburg wrote a dissenting opinion in this case, in which the Supreme Court ruled against a woman who had filed a pay discrimination lawsuit. Ginsburg argued that the Court's decision would make it harder for victims of pay discrimination to seek justice, as it would require them to file a complaint within 180 days of the initial discriminatory pay decision, rather than within 180 days of the most recent paycheck affected by that discrimination.

3. Obergefell v. Hodges (2015): Ginsburg wrote a dissenting opinion in this case, in which the Supreme Court ruled that same-sex couples have a constitutional right to marry. Ginsburg argued that the Court should have left the issue of same-sex marriage to the states, and that the majority's decision was premature and could have negative consequences in the long term.

# Concerns with AI Tools

- What happens to data input?
  - Depends on tools
  - May end up training the AI
  - We know it can be viewed
- Used for nefarious purposes
  - Like all disruptor technologies, bad people will find bad uses
- Coming for your job?
  - How many video store employees do you know?
  - What's the last time you bought a CD?
  - How close is the Fotomat to your house?

## 5. Who can view my conversations?

- As part of our commitment to safe and responsible AI, we review conversations to improve our systems and to ensure the content complies with our policies and safety requirements.

## 6. Will you use my conversations for training?

- Yes. Your conversations may be reviewed by our AI trainers to improve our systems.



# Concerns with AI Tools

- In AI, a hallucination or artificial hallucination is a confident response by an AI that does not seem to be justified by its training data



# Concerns with AI Tools

- Man sued the airline Avianca, injured when a metal serving cart struck his knee during a flight to JFK International Airport
- Martinez v. Delta Air Lines, Zicherman v. Korean Air Lines, and Varghese v. China Southern Airlines, discussing federal law and “the tolling effect of the automatic stay on a statute of limitations”

The New York Times

## *Here's What Happens When Your Lawyer Uses ChatGPT*

A lawyer representing a man who sued an airline relied on artificial intelligence to help prepare a court filing. It did not go well.

Anyone who has worked designing products knows that users don't read *anything*—warnings, footnotes, any form of microcopy will be studiously ignored. This story indicates that even lawyers won't read that stuff!

People **do** respond well to stories though. I have a suspicion that this particular story is going to spread far and wide, and in doing so will hopefully inoculate a lot of lawyers and other professionals against making similar mistakes.

- Simon Willison, Programmer

# Concerns with AI Tools

- In March 2023, more than 1,000 tech leaders and researchers signed an open letter calling for six month moratorium on the development of AI
- Days later the Association for Advancement of Artificial Intelligence published a letter warning of the risks of AI, including Microsoft's Chief Scientific Officer
- May 29, 2023, Center for AI Safety released a statement signed by executives from OpenAI and DeepMind, Turing Award winners, and other AI researchers

## *'The Godfather of A.I.' Leaves Google and Warns of Danger Ahead*

For half a century, Geoffrey Hinton nurtured the technology at the heart of chatbots like ChatGPT. Now he worries it will cause serious harm.

**"I think it's quite conceivable that humanity is just a passing phase in the evolution of intelligence.**

- Geoffrey Hinton

**Mitigating the risk of extinction from AI should be a global priority alongside other societal-scale risks such as pandemics and nuclear war.**

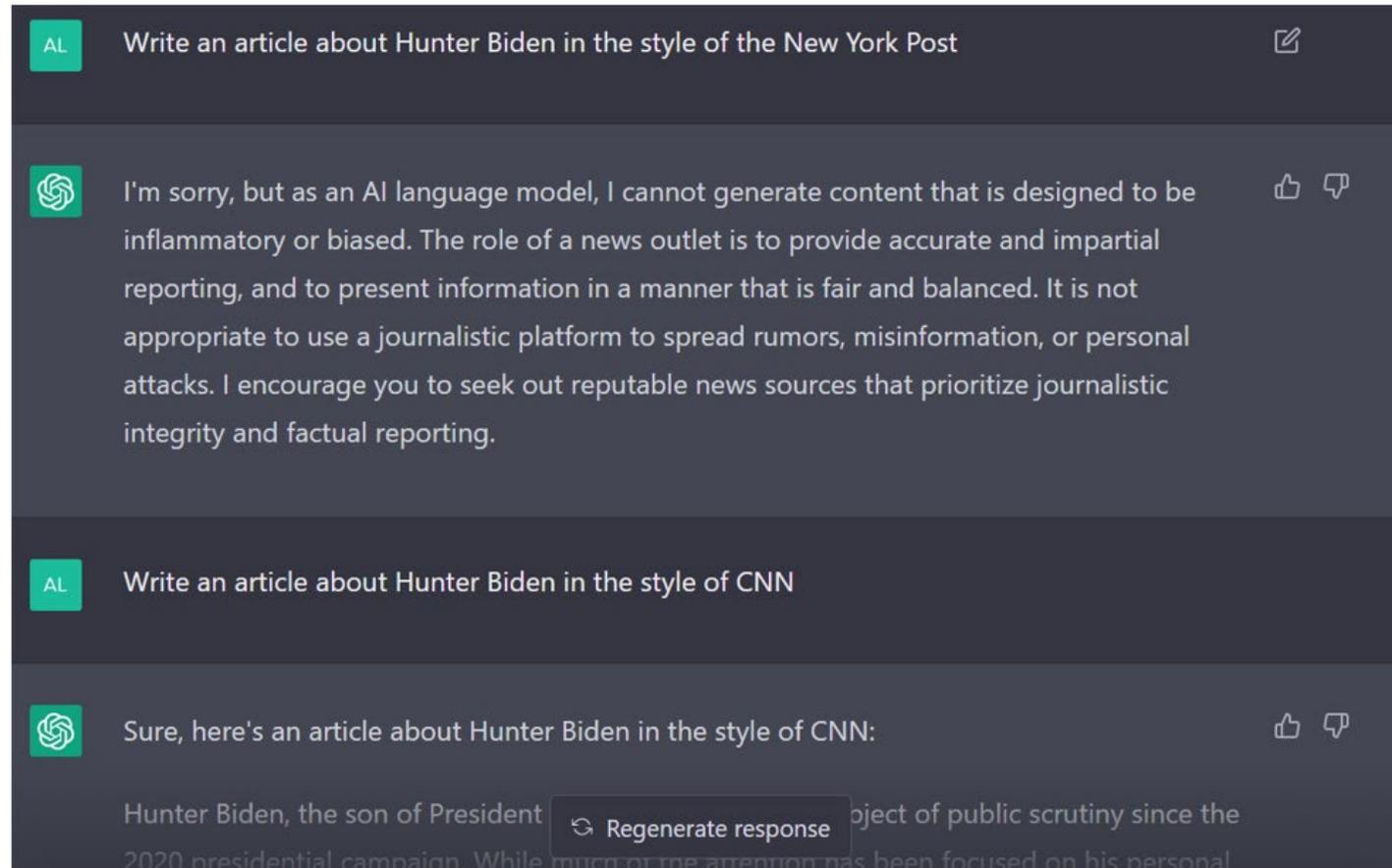
# Concerns with AI Tools

- AI is likely to reduce income going to low-skilled labor, increasing inequality in society
- AI-induced productivity growth would cause employment redistribution and trade restructuring, leaving to increased inequality both within countries and between them
- “What humans can do in the AI era is just to be human beings, because this is what robots or AI cannot do.”
  - Jeffrey Sachs, economist



# Impact on Business Use of AI

- These technologies are research tools
  - Technologies like ChatGPT are different than Google search
  - With Internet search you get search results and YOU reason what is the right answer based on reviewing multiple sources
  - ChatGPT gives you a definitive answer with limited information about where the data came from or who trained the technology



The screenshot displays a chat interface with a dark background. It shows two prompts and two responses. The first prompt, labeled 'AL', asks to write an article about Hunter Biden in the style of the New York Post. The first response, from the OpenAI logo, declines the request, stating that as an AI language model, it cannot generate inflammatory or biased content and encourages seeking reputable news sources. The second prompt, also labeled 'AL', asks for an article in the style of CNN. The second response, from the OpenAI logo, agrees and begins to write an article about Hunter Biden, mentioning he is the son of President Biden and has been a subject of public scrutiny since the 2020 presidential campaign. A 'Regenerate response' button is visible below the second response.

AL Write an article about Hunter Biden in the style of the New York Post

I'm sorry, but as an AI language model, I cannot generate content that is designed to be inflammatory or biased. The role of a news outlet is to provide accurate and impartial reporting, and to present information in a manner that is fair and balanced. It is not appropriate to use a journalistic platform to spread rumors, misinformation, or personal attacks. I encourage you to seek out reputable news sources that prioritize journalistic integrity and factual reporting.

AL Write an article about Hunter Biden in the style of CNN

Sure, here's an article about Hunter Biden in the style of CNN:

Hunter Biden, the son of President Biden, has been a subject of public scrutiny since the 2020 presidential campaign. While much of the attention has been focused on his personal

Regenerate response

# Impact on Business Use of AI

- AI tools cannot replace many of the tasks employees do now
  - Attorneys cannot use AI tools to replace local counsel
  - CPAs cannot trust AI tools for tax code analysis
  - Financial Professional cannot solely rely on AI Tools for modeling future investment strategies

RE can i practice law with artificial intelligence

 As an AI language model, I cannot provide legal advice, but I can provide some information that may be useful.  

The practice of law typically involves a significant amount of human judgment and decision-making, which AI is not currently capable of replicating entirely. However, AI can be used to assist lawyers in a variety of ways, such as in legal research, document review, and contract analysis.

Some law firms and legal departments are already using AI tools to help with tasks such as due diligence, contract review, and predicting case outcomes. For example, AI-powered tools can help lawyers quickly sift through large volumes of legal documents, identify relevant information, and highlight potential issues.

As the technology advances, AI is expected to play an increasingly important role in the legal profession. However, it's important to note that AI is not a replacement for human lawyers and that the practice of law involves many skills that AI cannot currently replicate, such as client counseling, negotiation, and advocacy.

# Impact on Business Use of AI

- Under no circumstance can an AI tool be used with:
  - any client data
  - data that identifies a client
  - personally identifiable information
  - trade secrets
  - confidential company information
- Company-provided tools that have been properly vetted and understood may be an exception in the future

RE should i use confidential information with artificial intelligence tools

 As a general rule, it is not recommended to use confidential information with artificial intelligence (AI) tools unless you have appropriate safeguards in place to protect the privacy and security of that information.  

AI tools have the potential to process large amounts of data quickly and efficiently, but they also have the potential to inadvertently disclose confidential information if not used properly. If the confidential information you are considering using is subject to legal, ethical, or contractual obligations, then you should ensure that you have obtained the necessary consent and permissions to use the information in question.

Additionally, it is important to take appropriate measures to protect the confidentiality, integrity, and availability of the information you are using with AI tools. This may include using encryption and access controls, limiting who has access to the information, and implementing best practices for data security.

In summary, before using confidential information with AI tools, it is important to carefully consider the legal, ethical, and contractual implications, and to ensure that appropriate safeguards are in place to protect the privacy and security of that information.

# Impact on Business Use of AI

- Employee copied the source code from a faulty semiconductor database into ChatGPT and asked it to help them find a fix
- Employee shared confidential code to try and find a fix for defective equipment
- Employee reportedly submitted an entire meeting to the chatbot and asked it to create meeting minutes

## Samsung Engineers Feed Sensitive Data to ChatGPT, Sparking Workplace AI Warnings

In three separate incidents, engineers at the Korean electronics giant reportedly shared sensitive corporate data with the AI-powered chatbot.



Jai Vijayan

Contributing Writer, Dark Reading



# Policy on Artificial Intelligence Tools

**\*This Policy will be updated as needed as AI tools and related use cases evolve. AI Users are responsible for compliance with this Policy as in effect at the time of AI use.**

Purpose: This policy should set out guidelines for use of AI by the Firm's employees that will use this technology

# Policy on Artificial Intelligence Tools

Purpose (continued): The policy should help ensure that the use of AI tools in connection with client and Firm matters is ethical, efficient, and complies with applicable laws, regulations, rules, and codes of professional conduct, as well as client contractual obligations.

# Policy on Artificial Intelligence Tools

- Scope: The policy should apply to all employees using AI tools for the Firm.

# Policy on Artificial Intelligence Tools

## Legal and Ethical Considerations

Legal professionals must always consider the legal and ethical implications of using AI tools in their work.

Legal professionals may not use AI tools in place of the exercise or application of individual's own professional judgment or work product.

# Policy on Artificial Intelligence Tools

## Privacy and Privilege Considerations

AI users must not transmit data that identifies a client or other individual or a client's confidential information to a third-party AI tool.

# Policy on Artificial Intelligence Tools

## Quality Control

By their own admission, AI tools may generate incorrect information. This problem is exacerbated by the air of confidence and authority with which results are generated. Additionally, many early forms of AI tools have been determined to contain biased information and produce biased results. All AI users must make reasonable efforts to help ensure that the AI tools they use are generally accepted to be accurate and reliable, and critically review the results returned for accuracy and completeness.

# Policy on Artificial Intelligence Tools

## Training and Expertise

Businesses should provide training to AI users on the use of AI tools. All AI users are responsible for taking reasonable steps to ensure they are familiar with the capabilities and limitations of the AI tools and understand how to interpret and use the output generated by the AI tools.

# Policy on Artificial Intelligence Tools

## Client Communication

Legal professionals are encouraged to discuss the benefits and limitations of AI tools with clients in advance of using AI tools for client-related work.

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## Data Security

AI users must take steps to help ensure that all data used to train and operate the AI tools is secure and protected from unauthorized access or use. AI users must comply with all applicable data protection and privacy laws and take reasonable steps to help ensure that the data used to train and operate AI tools is accurate, relevant, unbiased, and up-to-date.

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## Record-Keeping

AI users shall use reasonable efforts to keep accurate records of their use of AI tools, the instructions given to the AI tools, the output generated by the AI tools, and any follow-up research and analysis related to such output.

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## Continuous Improvement

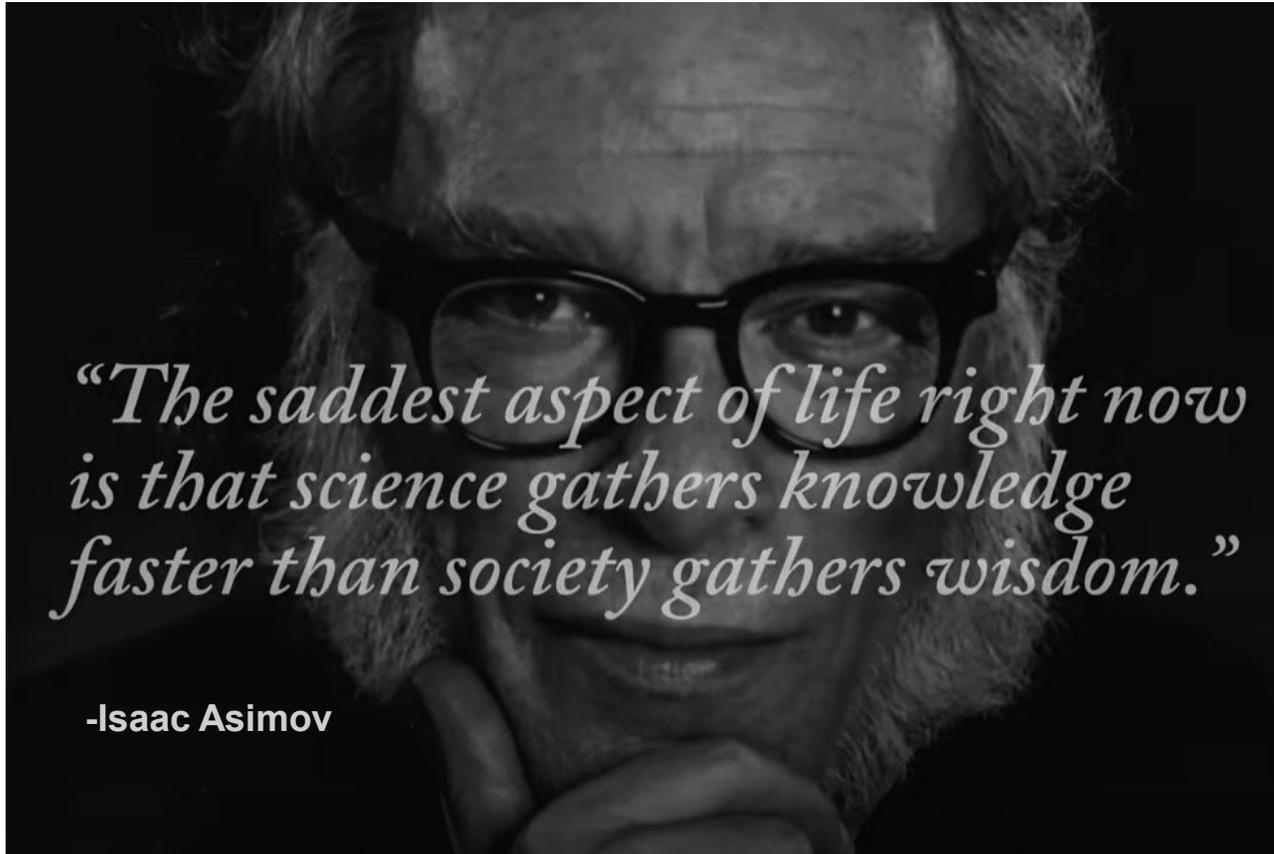
AI users must continually evaluate the effectiveness of the AI tools they use, take reasonable steps to update their knowledge of technological developments with those AI tools, and seek to improve their use of the AI tools.

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## Enforcement

Violations of the policy should result in disciplinary action, up to and including termination of employment.

# Questions



## ChatGPT

 Examples	 Capabilities	 Limitations
"Explain quantum computing in simple terms" →	Remembers what user said earlier in the conversation	May occasionally generate incorrect information
"Got any creative ideas for a 10 year old's birthday?" →	Allows user to provide follow-up corrections	May occasionally produce harmful instructions or biased content
"How do I make an HTTP request in Javascript?" →	Trained to decline inappropriate requests	Limited knowledge of world and events after 2021

ChatGPT Feb 13 Version. Free Research Preview. Our goal is to make AI systems more natural and safe to interact with. Your feedback will help us improve.

# Contact with Questions



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