For General Counsel and Heads of Legal

An AI policy nobody can quote is a policy nobody follows.

These four give Legal a one-page policy, a current register and a review that happens on a date.

Decision	Evidence to supply	Check before action
01 / The Policy **What people may and may not do**	The approved tool list with permitted data classes, the existing data policy and the escalation path.	Legal signs it, and the text stays under one page.
02 / The Register **Which AI uses exist, in which class**	Every AI use in operation: purpose, data, decision affected, owner and the class Legal has assigned.	Legal assigns the class; the model only proposes one.
03 / Audit Points **Where usage can be seen when asked**	Per tool: what the admin log records, who can read it and how long it is kept.	IT confirms each log exists before it is listed.
04 / The Review **What is reviewed monthly, by whom**	The register, the log summaries and the incidents or near misses since the last review.	Minutes name the owner of every open item.

Monthly, thirty minutes, minuted.

A short review that happens beats a thorough one that slips. Fix the date, keep the agenda to the register, the logs and the incidents, and record who owns what.

A policy written to cover every case.

The longer the policy, the fewer people can repeat it. Say what is allowed, what is not and whom to ask, on one page; keep the reasoning in a separate note for Legal.

Legal owns the classification. The model drafts the policy text and proposes a class for each use. What counts as high-risk or prohibited is Legal's call, and the minutes say so.

Measure the workflow: Uses on the register · uses with a class assigned · logs confirmed by IT · reviews held on the date.

Give people an AI policy they can repeat.
Bring the tool list and the data policy. We can define the register, review and first draft.

Sample output on page 2. Companion prompt and downloads.

CLO / One-page AI policy

One-page AI policy

Illustrative / Synthetic · Northstar Workflow · 21 September 2026 review

Illustrative policy / Review draft

Not approved for circulation. Fictional internal rules for the Draft workspace sandbox. Legal decides scope and classification; no legal requirement or compliance status is asserted.

Allowed	Use synthetic data to test the sandbox workflow. Review outputs in the private folder. A person checks each draft before use. [P01, T01]
Not allowed	Do not upload employee-level data, credentials or confidential customer records into this sandbox. No automatic external sends. These are fictional internal restrictions. [P01, T01]
Ask first	Route any new data class, connector, external destination or people use to Legal. CPO supplies purpose and aggregate schema; IT supplies settings. Response time: TO AGREE. [P02]
Evidence	IT must verify log access, retention and available event fields. Current sample shows sign-in, upload and export events; retention is UNKNOWN. [T02]
Review	Proposed review: 30 September 2026 with Legal, IT and CPO. Agenda: register, logs, incidents and unresolved decisions. Minute each item with an owner and date. [P02]

Register exception stays outside policy

People-use request: class unassigned. **PROPOSED, FOR LEGAL:** hold for scope review; no legal risk class proposed without assessment inputs. Classification reasoning belongs in Legal's review record, not in this one-page policy.

Release gate: Legal edits and signs; IT confirms the described configuration. Neither approval is present in this synthetic pack.

Synthetic evidence: P01-P02, T01-T03. No regulation articles, mandatory retention periods or response deadlines are invented.