



Number Crunchers® AI Usage Policy

1. Purpose

This policy outlines acceptable and unacceptable practices for the use of Artificial Intelligence (AI) tools at Number Crunchers® to ensure confidentiality, privacy, and compliance with Canadian legal, professional, and ethical standards.

For clarity: **our approved AI assistant is named “Nico”** — this refers to our use of OpenAI’s ChatGPT platform (professional/enterprise version). You may see Nico referenced in internal documents, process notes, or client communications where applicable.

2. Scope

This policy applies to all employees, partners, contractors, and temporary staff of Number Crunchers®. It covers all AI tools used in firm-related activities.

3. Approved AI Tools

Staff and contractors may use only AI tools explicitly approved by Number Crunchers® for firm-related tasks.

Currently approved AI tool:

- ChatGPT (via OpenAI’s Enterprise or Professional subscription — not free or public versions)

This list will be reviewed and updated on a regular basis.

4. Acceptable Uses of AI

Employees may use approved AI tools for:

- General research (e.g., tax law changes, regulatory updates)
- Creating document templates and generic communications
- Analyzing anonymized or synthetic financial data
- Drafting general business advisory content (see Section 5A)

5. Unacceptable Uses of AI

Employees must not input into AI tools:

- Client names or other identifiable personal details
 - Client-specific financial data or proprietary firm information
 - Employee personal information or internal firm strategies
 - Sensitive or confidential documents
 - Any data protected under PIPEDA or similar laws that could identify a person or client
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5a. AI Use in Advisory Services

Number Crunchers® may use AI tools such as ChatGPT to support business advisory services, for example:

- Drafting general advisory articles
- Exploring industry trends and best practices
- Generating planning tools, templates, or generic insights
- We never link AI outputs to any specific client, and we never use identifiable client data as input.

A qualified professional will review all advisory outputs involving AI before the client uses them.

6. Data Privacy and Security

- All inputs to AI tools must be anonymized or generalized.
- No sensitive or client-specific data is to be input into AI tools.
- The use of AI tools must comply with the following:
 - PIPEDA (Canada)
 - GDPR (where applicable)
 - Professional ethics codes (CPA Canada, CBA, or other relevant body)
 - Canada's Anti-Spam Legislation (CASL)

We do not access AI tools over public Wi-Fi or insecure connections.



7. Access Controls

- We restrict access to authorized personnel only.
 - Use firm-issued devices and secure login (2FA required).
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8. Human Oversight

All AI-generated outputs must be:

- Reviewed by a qualified professional
 - Verified for accuracy, legality, and professional compliance before use in client work or communications.
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9. Training & Awareness

- Number Crunchers® will provide mandatory annual training on AI usage, confidentiality, and Canadian privacy compliance.
 - Staff are required to complete training and stay current with policy updates.
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10. Compliance & Monitoring

- The Managing Partner or IT Manager will monitor AI tool usage.
 - Violations of this policy may result in disciplinary action, up to and including termination of employment.
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11. Incident Reporting

- Staff or contractors must report any accidental disclosure of sensitive information via an AI tool to the Managing Partner or Privacy Officer immediately.
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12. Policy Review

- Management will review our AI policy annually or whenever significant changes occur in AI regulations or technology.
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