

Artificial Intelligence (AI) Policy

The Chartered Institution of Civil Engineering Surveyors (CICES) was established by royal charter to advance the science and art of civil engineering surveying for the benefit of the public.

This policy applies to all employees, trustees, other volunteers, contractors and third-party representatives working on behalf of CICES.

AI policy definition

CICES defines Artificial Intelligence (AI) as the ability of machines or software to perform tasks that would normally require human intelligence. AI systems can process data, learn from it and make decisions or predictions based on that data.

This policy applies to all AI systems, whether developed internally, procured, or accessed through third-party services, used by or on behalf of CICES. This includes generative AI, such as large language models and content generation tools, which create text, images or other outputs based on learned patterns

AI is a broad field encompassing many different types of systems and approaches to machine intelligence, including rule-based AI, machine learning, neural networks, natural language processing and robotics.

AI governance policy

All key AI decisions and proposals will be subject to scrutiny and approval by Council of Management. It will be advised on any concerns in the use of AI and will review this policy annually to ensure that the institution is in line with evolving AI technologies and ethical standards.

The use of AI will have appropriate human oversight with the individual(s) being responsible for making all final decisions on its output. Oversight will be maintained by monitoring AI systems' performance, impact and compliance with this policy on an ongoing basis.

To support this, CICES may create guidelines on the collection, use and storage of data. This will ensure accountability for the decisions made by AI systems, which may include measures such as auditing, reporting and review processes and the use of algorithms in decision-making, including the steps the institution will take to ensure these are as fair and unbiased as reasonably possible.

Policy on management of AI

CICES will support staff in adapting to the changes in AI by providing the appropriate support and skills development and consider their needs when designing any procedures.

CICES will ensure that those with responsibilities for its involvement in AI, understand its AI policy, their responsibilities in delivering it and are accountable for doing so.

AI data protection and privacy

Where possible, CICES will:

- Use accurate, fair and representative data sets to ensure they are inclusive.
- Not include personal data in data sets or at least pseudo-anonymise or de-identify it.
- Ensure data consent procedures are simple and clear and obtain user consent when using AI systems.
- Reflect its use of AI in its privacy statement to ensure users know when AI is using their data, whether AI is making decisions about them and, if so, what these decisions are.
- Ensure compliance with the UK Data Protection Act and where applicable, international frameworks such as GDPR).

CICES is aware of the Information Commissioners Office guidance on AI and data protection and will reflect any additional requirements in its policies and procedures.

AI environmental considerations

CICES is aware of the environmental impact of AI due to its high energy consumption. It will take this into account when considering its environmental impact and seek to make use of any emerging technologies that will help to minimise or mitigate this.

AI legal compliance

CICES will take all reasonable steps to identify copyrighted material. For any such material it uses, it will ensure it has a copyright agreement, or it falls within 'fair use', or other exception to copyright, or the Open Government Licence or some other free use category.

CICES will not knowingly use any online material, such as from social media accounts or online galleries, or similar.

CICES will take all reasonable steps to ensure that its use of AI does not have a negative impact on the legal rights and/or liberties of individuals or groups and complies with the Data Protection Act.

CICES will ensure that for any AI use of its data, the data is clean, complete, compliant and it has appropriate consent, particularly the safeguarding of sensitive personal information.

For generative AI systems, CICES will implement safeguards to detect and prevent the reproduction of copyrighted material in outputs, including regular reviews of generated content.

Policy disclaimer

Where possible, CICES will indicate if/how content has been created using AI, including (but not limited to) image generation/manipulation, video creation, charts/infographics and text.