TheCyberGuyAU
Smarter Cyber. Safer Business.

Free AI Policy Checklist for Australian Businesses

(Lite Version)

A practical guide to help Australian SMEs start building a
responsible AI usage policy

Introduction

This checklist provides Australian small to mid-sized businesses with essential starting points for developing an AI usage policy. Use it to begin establishing responsible AI practices in your organization.

> **Who this is for:** Small to mid-sized Australian businesses beginning to implement AI tools in their operations.

Core Policy Components

[] Define acceptable AI use across roles
[] Identify approved AI tools for business use
[] Ensure data privacy policies apply to AI input/output

Risk Awareness

[] Train staff on prompt hygiene (no sensitive data)
[] Monitor for unapproved tools (Shadow AI)
[] Outline basic red flags for AI misuse

Governance & Oversight

[] Assign AI policy owner
[] Create basic reporting process for concerns
[] Set review timeline (e.g. quarterly)

Encourage Smart Adoption

[] Encourage team experimentation — with guardrails
[] Include AI in existing tech onboarding & security briefings
[] Make it easy for teams to suggest tools for approval

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What's Not Included in This Free Version

Full editable templates (AI Use Policy, Vetting Checklist)

Tool compliance scoring matrix

AI breach response guide

Case studies and implementation roadmap

Access these in the [Safe & Secure AI Course]

Next Steps

Share with your team

Visit the blog for more AI security insights

Check out the full course and downloadable toolkit