

# Al Caravan Ltd. AI Usage Policy (worked example)

AI Administrator · Day 6 · Session 11 · fictional company, for the lab

Participant handout (worked example)

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**Version 1.0 · 30 October 2026 · Owner: Head of Operations · under 400 words**

## 1. Purpose and scope

This policy covers every use of AI at Al Caravan Ltd.: chat assistants, n8n automations and agents. It applies to all staff, contractors and interns, on company and personal devices used for company work.

## 2. Approved tools

Google Gemini through the company Workspace account; n8n Cloud (company workspace) for automations; nothing else for company data. Free consumer tiers are not approved for company data. Request a new tool from the Operations Desk (ops-desk@aicaravan.example); decision within 10 working days.

## 3. Data rules

Public and internal non-personal text may go to any approved tool. Personal data (customers, staff, suppliers' contact details) is redacted before an AI step, and only the minimum fields are sent; processing stays on our business endpoints in the EU region. Contracts, prices and plans go only to tools whose contract forbids training. Card numbers, passwords and legal advice are never sent to a model.

## 4. Human oversight

Any action that leaves the company (e-mails, portal posts) or touches money, staff or contracts needs approval by the named approver of that workflow before it runs. Every gate writes a row to the workflow's Approval log: decision, approver, time. No answer within 24 hours means nothing is sent.

## 5. Permissions

Each workflow has its own service account with the narrowest scopes it needs. Agents start with no tools; each tool is added with a written reason. Sending tools are replaced by draft tools where possible. API keys live only in the n8n credential store.

## 6. Components

Only built-in n8n nodes and templates from n8n's official library; community nodes need written approval from IT. Every workflow's description links to its component inventory (component, source, version, installer). Versions are pinned.

## 7. Monitoring and incidents

Workflow owners review the execution log and Approval log every Monday. Any staff member who sees an AI tool misbehave tells the Operations Desk at once; the Head of Operations can unpublish any workflow (kill switch). Personal-data breaches are reported to the Data Protection Officer within 24 hours so the company can meet its 72-hour duty under Jordan's Personal Data Protection Law.

## 8. Ownership and review

Owner: Head of Operations. Approved by the General Manager. Next review: 30 April 2027, or after any incident.

Signed: General Manager, Al Caravan Ltd. · 30 October 2026

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