



USE OF ARTIFICIAL INTELLIGENCE

IFSA Guidelines

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Introduction

IFSA is registered in Freiburg, Germany, and is therefore bound by European data protection laws, including the General Data Protection Regulation (GDPR) and upcoming EU legislation on artificial intelligence. These regulations shape how we approach the use of AI tools across our network.

AI can support creative work, streamline communication, and help with everyday tasks. At the same time, it raises important questions about privacy, authorship, and integrity. Within IFSA, we aim to use AI in ways that reflect our values: being respectful, transparent, and intentional in how we work with others.

AI in IFSA's workflow

AI tools are increasingly present in how we work—from writing and meeting notes to visual content. In IFSA, these tools can be part of our workflow, but their use requires care, awareness, and alignment with our shared principles.

Using AI in Written Communication

AI can help us structure thoughts or overcome writer's block, but it should never replace thoughtful, personal communication. Within IFSA, we value clarity, effort, and human tone, especially in emails and official statements.

Members are expected to:

- Avoid entering personal or sensitive information into AI prompts.
- Carefully review and revise any AI-generated content.
- Ensure the final message reflects their own thinking and intention.

Messages that appear fully AI-written, generic, impersonal, or off-tone, undermine the credibility of both the sender and IFSA. We encourage members to use AI as a support tool, not as a shortcut.

Respect and Consent in Meetings

Online tools that use AI to transcribe or record meetings, such as Otter.ai, Fireflies, or Zoom's AI companion, must not be used without the explicit consent of all participants.

Recording or transcribing a meeting without informing attendees is not only against our principles of mutual respect but may also violate legal standards under GDPR. If you plan to use such a tool, make sure it is clearly communicated at the beginning of the meeting and that all participants agree.

Visuals & Social Media

To protect IFSA's visual identity and brand coherence, we ask members to avoid using AI-generated images in IFSA materials. These tools often produce content that does not align with our established style and messaging.

We encourage collaboration with IFSA's design team, which puts care and creativity into developing visuals that represent our community, mission, and values.

Climate and Sustainability

While the environmental impact of AI is mostly shaped by large-scale corporate systems, we believe that mindful choices at all levels support our commitment to sustainability.

Within IFSA, we encourage mindful use of AI tools. Using them only when needed and being aware of their environmental cost is part of our broader commitment to climate responsibility.