

Artificial intelligence (AI) Use Rules Kit: SIA "Izdomātā Logistika"

Prepared by Groundtruth by Autosave (Autosave SIA, reg. no. 50203349251) automatically, by software, from your questionnaire answers. No artificial intelligence service received your answers. Date: 25.10.2026. The Latvian kit is the primary version; this is a courtesy translation. The kit is a template for internal rules; it is not a legal opinion and not a certification or approval by the Data State Inspectorate (DVI). Read it and adapt it before you introduce it.

Company (from questionnaire answers): 25-49 staff, sector: Transport and logistics. Staff use, or probably use: ChatGPT, Microsoft Copilot and Claude. Accounts: both. The company says it handles: employment contracts with employee names and personal ID numbers, client lists with contact details, price calculations, quotes, contract terms and bank accounts, payment data. Systems: Microsoft 365 (SharePoint, OneDrive, Teams, e-mail), Accounting software and ERP or logistics system (TMS). Responsible role: biroja vadītājs.

Source for the forbidden-data part and the manager checklist: DVI #DVIskaidro "Can an organisation's employee enter their own or others' data into an AI tool?", published 17.07.2026, dvi.gov.lv. The kit follows that explainer; DVI has not reviewed it. DVI quotations here are our translation of the Latvian original. Text that comes from your questionnaire or is our addition is marked.

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Delivery: editable Word (.docx) and PDF, so you can put it on your own letterhead. One revision round within 10 working days (see the terms).

1. Approved tools table

Data classes. Class 1: public information (already on the website, marketing material, general knowledge with no company specifics). **Class 2: internal information** (not public, but not personal data, a trade secret or confidential information; for example an internal procedure without client names, a template, a meeting agenda). What counts as a trade secret or confidential in your company (questionnaire 16): individual client prices, supplier contract terms and financial figures. **Class 3: forbidden in AI tools** (see section 2).

Tool and account type	Status	May receive	Conditions	Source
ChatGPT, company account	Approved, conditional	Class 1 and 2	Company account only. Check that the setting allowing typed content to be used to improve the tool is switched off, and repeat the check when terms change; due 15.11.2026. Data-processing terms and settings to be reviewed by 15.11.2026 (DVI: choose trustworthy AI solutions).	Q9, 11, 12, 13
Microsoft Copilot, company account	Approved, conditional	Class 1 and 2	Company account only. Check that the setting allowing typed content to be used to improve the tool is switched off, and repeat the check when terms change; due 15.11.2026. Data-processing terms and settings to be reviewed by 15.11.2026 (DVI: choose trustworthy AI solutions).	Q9, 11, 12, 13
Claude	Not approved; under assessment	Nothing until assessed	Risks must be assessed and the data-processing terms read before introduction (see checklist).	Q5, 9, 22
Personal accounts of any AI tool (for example ChatGPT, Gemini, Claude)	Not approved by the company	Nothing	DVI states that publicly available AI systems carry an elevated risk that typed information may be used to improve the service or become available to unauthorised persons. The company therefore does not approve personal accounts for work (the company's decision).	DVI; Q6, 11

Tool and account type	Status	May receive	Conditions	Source
Any other AI tool, plug-in or browser extension	Not approved	Nothing	Needs the manager's approval before use.	Q21

Plan and seats as given in questionnaire 10 (unchanged): ChatGPT, uzņēmuma abonements, 4 vietas

Check step (run by software before every delivery): no approved tool receives class 3 data.

2. Forbidden data list

Examples named by the Data State Inspectorate

What must not be entered into an AI tool (DVI #DVIskaidro, 17.07.2026; translated from the Latvian original):

1. employment contracts with employees' names, surnames and personal ID numbers;
2. client lists with contact details;
3. medical documents, your own and clients' health data, test results of identifiable persons;
4. children's personal data;
5. copies of passports or ID cards;
6. information containing trade secrets or other confidential information.

Added at your company's choice (not on DVI's list)

7. price calculations, quotes and contract terms with specific clients (Q15);
8. bank accounts and payment data (Q15);
9. access details and passwords (Q15);

If unsure whether information is forbidden, treat it as forbidden and ask the responsible person (role: biroja vadītājs).

3. Staff rules: use of AI tools

Company: SIA "Izdomātā Loģistika". In force from 01.11.2026. Responsible (role): biroja vadītājs.

3.1. Why these rules

Artificial intelligence (AI) chat tools help write, translate and summarise. But anything typed into an AI tool can leave the company's control. DVI states that publicly available AI systems carry an elevated risk that typed information may be used to improve the service or become available to unauthorised persons. According to the DVI explainer, the organisation is responsible for the lawfulness, security and compliance of personal data processing, whichever tool is used.

3.2. What you may do

1. Use only tools approved in the table in section 1, and only with a company account.
2. Enter only class 1 and class 2 information.
3. Ask a tool to translate, fix style, draft an e-mail or summarise text you are allowed to enter.
4. Before asking, remove names, personal ID numbers, addresses, prices and anything else that identifies a person or a client (data minimisation).

3.3. What you must not do

1. Enter anything from the forbidden data list (section 2).
2. Enter price calculations and contract terms with specific clients, bank accounts and payment data and passwords and access details.
3. Use personal accounts or unapproved tools for work.
4. Connect an AI tool to company files or systems without written approval from the responsible person (role: biroja vadītājs).
5. Company policy: do not decide matters about people (selection, assessment) on the strength of an AI answer alone.

3.4. Checking answers

An AI answer can be wrong or invented. Check facts, figures, dates and references before use. Company policy: a text sent to a client is checked by the person who sends it.

3.5. If forbidden content was entered by mistake

1. Stop working in the tool at once and do not continue the conversation.
2. Tell the responsible person (role: biroja vadītājs) the same day: which tool, when, what kind of data (do not copy the data itself into an e-mail). The responsible person records the case in the incident log (section 9).
3. If possible, delete the conversation in the tool.
4. The responsible person decides on further steps, including whether the case is a personal data breach that must be assessed for notification to the supervisory authority. This is an internal assessment, not a legal conclusion.

Reporting a mistake is the right thing to do.

3.6. New tools

If you want a new AI tool, ask the responsible person (role: biroja vadītājs). Before approval the company assesses the risks and reads the tool's data-processing terms and settings. Additional (not on DVI's list; our recommendation): consider whether a data protection impact assessment is needed.

3.7. Training and review

Every employee reads these rules and signs the acknowledgement (section 4). The rules are reviewed every six months and after any incident or tool change. Questions: the responsible person (role: biroja vadītājs).

4. Acknowledgement sheet

I confirm that I have read and understood SIA "Izdomātā Loģistika"'s rules "Use of AI tools" (in force from 01.11.2026). I undertake to:

- use only approved tools with a company account;
- not enter forbidden data or passwords;
- report a mistaken entry to the responsible person the same day.

Name	Job title	Date	Signature

Signed sheets are kept by the responsible person.

5. Data class to company systems table

The table shows which company systems hold which data classes and which AI tools could reach them. If an AI tool is connected to a system (for example Copilot reading SharePoint), it can answer from whatever the individual employee can see there. So you need to know who can see what; this table is the starting point for the AI Access Check.

You said access differs per system (Q19); check each system separately before connecting a tool.

System	Holds (from Q18)	Class	Could an AI tool reach it?	What to do
SharePoint "Vadība"	Līgumi, cenu aprēķini, darbinieku dokumenti (kinds of data: personal data, trade secrets, financial data)	3	No (not connected; Q20).	Do not connect without written approval; do not paste exports into AI tools.
SharePoint "Kopīgā"	Procedūras, instrukcijas, veidnes (kinds of data: none of these)	1 or 2	No (not connected; Q20).	Allowed for approved tools; if in doubt, treat as class 3.
E-pasts	Klientu kontaktu fragmenti, līgumi, rēķini (kinds of data: client data, financial data)	3	No (not connected; Q20).	Do not connect without written approval; do not paste exports into AI tools.
Grāmatvedības programma	Bankas konti, rēķini, algas (kinds of data: financial data, personal data)	3	No (not connected; Q20).	Do not connect without written approval; do not paste exports into AI tools.
Transporta pārvaldības sistēma (TMS)	Klientu saraksts, kravu dati, cenas (kinds of data: client data, financial data)	3	No (not connected; Q20).	Do not connect without written approval; do not paste exports into AI tools.

Conclusion: the questionnaire names no class 3 system that an AI tool is connected to, planned for, or not known for. This kit does not check permissions itself, because we receive no access to your systems.

6. Manager checklist (mapped to DVI's measures)

The DVI explainer (17.07.2026) lists organisational measures. One row each: what the kit provides, and what is left to do.

DVI measure (translated)	What the kit provides / what to do	Done	Owner / deadline
Develop a clear procedure or instructions for using AI tools and regularly assess the risks of their use	Staff rules (section 3); review: every six months	☐	biroja vadītājs, 01.11.2026; review 01.05.2027
Follow the data minimisation principle	Rule 3.2.4; forbidden data list	☐	biroja vadītājs
Assess risks before introducing new AI solutions	Rule 3.6; tools marked "under assessment" are still to be assessed	☐	biroja vadītājs, before any introduction
Choose trustworthy AI solutions	Tools table; read and assess each tool's data-processing terms and settings	☐	biroja vadītājs, 15.11.2026
Ensure staff AI literacy	Explain the rules in a meeting (section 8), cheat sheet (section 7), signed acknowledgements (section 4)	☐	biroja vadītājs, 08.11.2026
Additional (not on DVI's list; our recommendation): consider whether a data protection impact assessment is needed before a new tool	Rule 3.6	☐	biroja vadītājs

DVI measure (translated)	What the kit provides / what to do	Done	Owner / deadline
Additional (not on DVI's list; at your company's choice): check who sees what in company systems before connecting an AI tool	Systems table (section 5)	[]	biroja vadītājs

"Done" is the company's own confirmation; the kit is not a DVI certification.

7. Staff cheat sheet

Examples are chosen by sector (Q3) and tasks (Q7) from our prepared sets of sector examples; if the sector is "Other", we use general office examples. All examples are invented.

Before pasting text into an AI tool, ask: does it contain a name, personal ID number, client name, price, account or password? If yes, do not paste it.

You may	You must not
Ask for a translation of a general letter, without the client's name, from English to Latvian.	Paste a letter with the client's name, contact person and price.
Ask for a polite e-mail template announcing a delivery delay (no specific names).	Paste a waybill or CMR with client data, or a driver's name or personal ID number.
Ask in general: "What is a CMR note and what must it contain?"	Upload a client list or tariff table to "tidy it up".
Ask to translate a general text that contains no names, prices or client details.	Paste a contract or letter with names and prices to be translated.
Ask for an e-mail draft from a short description without real names.	Paste an e-mail thread with client or colleague details.
Ask to summarise a public document or an internal procedure with no names (class 2).	Paste a contract, a CV or HR notes to summarise.
Ask for help with a spreadsheet formula using invented sample data.	Paste an accounting, CRM or system export.

If you pasted forbidden content anyway: stop, tell the responsible person (role: biroja vadītājs) at once, do not copy the data into e-mail. Reporting is the right thing to do.

Company account only. Approved tools only.

8. Announcement to staff (e-mail text and meeting script)

Subject: New rules for using AI tools from 01.11.2026

Hello,

From 01.11.2026 SIA "Izdomātā Loģistika" has rules on using artificial intelligence (AI) tools at work. In short:

- only approved tools may be used for work (ChatGPT and Microsoft Copilot) with a company account;
- we do not use personal accounts for work;
- we do not enter staff or client personal data, contracts, prices, bank details or passwords into AI tools;
- if something forbidden is entered by mistake, tell the responsible person (role: biroja vadītājs) the same day. That is the right thing to do.

Attached: the rules, a cheat sheet and an acknowledgement sheet. Please read and sign the acknowledgement by 08.11.2026. We will explain the rules at a meeting on 05.11.2026.

Meeting script (5 minutes): 1) why: typed information can leave company control; 2) which tools and accounts; 3) three forbidden examples from the cheat sheet; 4) what to do after a mistake; 5) where to ask.

Note: disciplinary consequences are not covered by the kit.

9. Incident log template

Filled in by the responsible person. Do not write the data itself; record only its kind.

No.	Date and time	Which tool	Kind of data (by number in section 2)	Reported by (job title)	Steps taken (conversation deleted, tool informed, etc.)	Whether notification to the supervisory authority was assessed (yes/no, date, reasoning)	Conclusions (rule change, training)
1							
2							
3							

10. Traceability: rule and its source

Every rule in the kit rests either on the DVI explainer (17.07.2026), on your questionnaire answer, or is marked as our addition.

Rule	Source
Forbidden data 1-6	DVI #DVIskaidro, 17.07.2026
Forbidden data 7-9	Q15 (your choice)
Trade secret examples	Q16
Approved tools and their status	Q5, 9, 10, 12, 13
Account type (company / personal accounts)	Q6, 11; DVI risk statement on public systems (rationale)
Review of terms and settings	Q12, 13; DVI: choose trustworthy AI solutions
Tools not approved must be assessed	Q5, 9, 22; DVI: assess risks before introduction
Responsible role	Q26
Who approves new tools	Q21
Report the same day	Our addition
Date the rules take effect	Q4
Dates for meeting, acknowledgements and tool review (if an effective date was given)	Dates the kit proposes (+4, +7, +14 days from the effective date); you can change them
Acknowledgement and meeting	Q24; DVI: ensure staff AI literacy
Review frequency	Q25; DVI: regularly assess risks
Systems table (section 5)	Q17-20
Cheat-sheet examples	Q3, 7; our prepared example sets
Data minimisation (3.2.4)	DVI: follow the data minimisation principle
Impact assessment consideration, decisions about people, incident assessment, same-day reporting	Our addition, not on DVI's list