**AI Policy for Clients of Thomas Flavell & Sons**

At Thomas Flavell & Sons, we embrace the benefits of artificial intelligence (AI) technology to enhance the efficiency, accuracy, and delivery of our legal services. This policy outlines our responsible approach to AI use, ensuring that your privacy, confidentiality, and trust remain our utmost priorities.

**1. Responsible AI Use**

We use AI to assist with certain processes and tasks, such as document drafting, legal research, and administrative functions. However, AI is used strictly as a support tool, and all outputs are reviewed by our qualified legal professionals to ensure accuracy, compliance, and relevance to your specific circumstances.

**2. Approved AI Technologies**

We only use AI technologies that have been thoroughly vetted for security, compliance, and reliability. Examples of these include:

* **Infotrack**: Assists with property reports and due diligence.
* **Clarilis**: Supports automation and drafting of lease documents.
* **Orbital Witness**: Aids legal due diligence and reporting while reducing human error risks.

These tools help us work efficiently while maintaining our high standards of accuracy and professionalism.

**3. Protecting Your Data**

Your confidentiality is paramount. We do not share client data - such as names, addresses, or case details - with any external AI tools like ChatGPT or similar platforms. Any data used within approved AI tools is anonymised or non-sensitive to ensure compliance with UK data protection laws, including GDPR.

**4. AI in Practice Across Our Services**

AI supports our work by streamlining processes, enabling faster turnaround times, and enhancing the quality of our services. Below are some examples of how AI is applied in our current processes:

* **Property Law**: Facilitating due diligence and preparing summaries for property reports; carrying out due diligence on property titles.
* **Corporate and Commercial Law**: Drafting clauses for Leases and conducting research.

In all cases, AI-generated outputs are reviewed and tailored by our legal experts to meet your unique requirements.

**5. Quality Assurance**

We maintain strict oversight of all AI-assisted processes to ensure the highest standards are upheld. AI is used to complement - not replace - our professional judgment. Every piece of AI-supported work undergoes:

* **Expert Review**: Verification for accuracy and legal compliance.
* **Contextual Customisation**: Tailoring to reflect your individual case or needs.

**6. Transparency and Client Confidence**

We are committed to transparency in how we use AI tools in our work. Should you have any questions about AI's role in your matter, our team will be happy to provide clear and detailed explanations.

**7. Continuous Improvement**

Our AI practices and technologies are regularly reviewed and updated to reflect advances in technology, changes in legal regulations, and feedback from clients. This ensures that our use of AI remains cutting-edge, secure, and aligned with best practices in the legal industry.

At Thomas Flavell & Sons, we combine the power of innovation with the expertise of our dedicated legal professionals to provide you with exceptional service. Rest assured that your privacy, trust, and legal needs are always our top priorities.

If you have any concerns or queries about this policy or how AI is used in your matter, please don’t hesitate to contact us.