

HUNTER ADMIN

AI Governance Policy

Version 1.0 | Effective April 2026 | Review: April 2027

Hunter Admin is a human-first, AI-enhanced business. We use AI to improve the speed, quality, and consistency of our work - never to replace the professional judgement, care, and accountability that our clients rely on.

1. Purpose

This policy sets out how Hunter Admin uses artificial intelligence (AI) tools in the delivery of its services. It applies to Gemma Hunter (Founder), all team members, contractors, and associates working on behalf of Hunter Admin.

It exists to protect our clients, our team, and the integrity of our work.

2. AI Tools Currently in Use

Tool	How We Use It
Claude (Anthropic)	Strategic drafting, client communications, research support, document creation
ChatGPT (OpenAI)	Content ideation, copy drafting, research assistance
Canva AI features	Design enhancements, image generation for branded content

Any new AI tools adopted will be assessed against this policy before use in client work.

3. Our Governing Principles

Human oversight at every stage

All AI-generated output is reviewed, edited, and approved by a qualified team member before delivery to clients or publication. AI does not make decisions - people do.

Accuracy and professional judgement

We do not rely on AI for factual claims without verification. Where AI is used to produce content, analysis, or recommendations, we apply professional judgement to validate quality and accuracy.

Transparency

We are open with clients about our use of AI tools when asked. AI is a support mechanism; the expertise, accountability, and relationship remain with Hunter Admin.

Data protection and confidentiality

We do not input sensitive, confidential, or personally identifiable client data into AI tools. This includes business financials, HR information, personal data, and commercially sensitive material. Client information shared with Hunter Admin is handled in accordance with our Privacy Policy and GDPR obligations.

Ethical use

We do not use AI to generate misleading content, misrepresent our work, or produce material that could harm our clients, their customers, or any third party.

4. Responsibilities

Who	Responsibility
Gemma Hunter (Founder)	Owns this policy; approves all AI tools used in the business; final sign-off on AI-assisted client deliverables
All team members	Follow this policy; flag concerns or data risks; do not input client data into unapproved AI tools
Contractors & associates	Bound by this policy as a condition of working with Hunter Admin

5. Our Commitment to Clients

When you work with Hunter Admin, you can expect:

- AI is a tool in our hands - not a replacement for our expertise or your relationship with us
- Your confidential information will never be entered into an AI system
- Every piece of work delivered has been reviewed and approved by a human
- We will tell you how we work if you ask - no smoke and mirrors

6. Review and Updates

This policy will be reviewed annually, or sooner if there is a material change in the AI tools we use, relevant legislation, or guidance from regulatory bodies. The current version is always available at hunteradmin.org.

Approved by:

Gemma Hunter, Founder - Hunter Admin

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