

AI Amnesty Questionnaire

Introduction

This questionnaire is part of our AI Amnesty Programme, offering a 30 to 45 day window to disclose AI tool usage without fear of reprisal. Your honest responses will help us understand usage patterns, identify valuable innovations, mitigate risks, and align with emerging regulations. All submissions are confidential and protected under Board-mandated amnesty provisions.

Estimated completion time: 10-15 minutes

Amnesty Period: [Insert dates]

Submission Deadline: [Insert date]

Confidentiality Level: Protected under CEO and Board mandate

SECTION 1: RESPONDENT INFORMATION

This information is for internal tracking only and will be anonymised in all reports:

Department/Function:

- ☐ Marketing
- ☐ Sales
- ☐ Finance
- ☐ HR
- ☐ IT/Technology
- ☐ Operations
- ☐ Legal
- ☐ Product Development
- ☐ Customer Service
- ☐ Other: _____

Role Level:

- ☐ Individual Contributor
- ☐ Team Lead
- ☐ Manager
- ☐ Senior Manager
- ☐ Director
- ☐ Executive
- ☐ Other: _____

Team Context:

- ☐ I use AI tools individually only
- ☐ I share AI outputs or prompts with my team (2-10 people)
- ☐ I share AI outputs or prompts across departments (>10 people)
- ☐ Other: _____

AI Usage Duration:

- ☐ Less than 3 months
- ☐ 3-6 months
- ☐ 6-12 months
- ☐ More than 12 months

☐ Not currently using AI tools

SECTION 2: AI TOOLS CURRENTLY IN USE

List all AI tools you use for work purposes, regardless of whether they're approved:

Tool Name	Purpose/Use Case	Frequency of Use	Account Type
<i>Example: ChatGPT</i>	<i>Draft emails, summarise documents</i>	<i>Daily</i>	<i>Personal free account</i>

Frequency Options: Daily / Weekly / Monthly / Occasionally

Account Types: Company-provided / Personal paid / Personal free / Browser-based (no account)

How did you discover the AI tools you use? (select all that apply):

- ☐ Recommended by colleagues
☐ Online research or forums
☐ Social media or influencers
☐ Training/workshops (internal or external)
☐ Vendor marketing
☐ Personal experimentation
☐ Other: _____

SECTION 3: USE CASES AND VALUE CREATION

Describe how AI tools have improved your work:

Primary Use Cases (select all that apply):

- ☐ Content creation (documents, presentations, emails)
☐ Data analysis and insights
☐ Code development/debugging
☐ Image/design creation
☐ Research and information gathering
☐ Translation and language services
☐ Process automation
☐ Customer communication
☐ Strategic planning
☐ Other: _____

Time Savings:

Estimate hours saved per week through AI usage: _____ hours

Estimated Financial/Operational Impact:

- ☐ None measurable
☐ Minor (<£1,000/month equivalent value)

- ☐ Moderate (£1,000-£10,000/month equivalent value)
☐ Significant (>£10,000/month equivalent value)
☐ Unsure

Please briefly explain:

Value Description:

Briefly describe the most valuable way AI has helped your work:

Specific Success Example:

Describe one specific instance where AI significantly improved an outcome:

SECTION 4: DATA AND INFORMATION HANDLING

Help us understand what types of information are being processed

Data Types Shared with AI Tools (select all that apply):

- ☐ Public/general information only
☐ Internal documents (non-sensitive)
☐ Customer names or contact information
☐ Financial data or projections
☐ Strategic plans or roadmaps
☐ Product specifications or designs
☐ Legal documents or contracts
☐ Employee or candidate information
☐ Proprietary code or algorithms
☐ Other sensitive data: _____

Data Input Method:

- ☐ Copy/paste text
☐ Upload documents
☐ API integration
☐ Browser extension
☐ Direct typing
☐ Other: _____

Tool-Specific Data Awareness:

For each AI tool you use, are you aware of how it stores, processes, or shares your data?

- ☐ Yes, fully aware for all tools
☐ Aware for some tools (please specify which): _____

☐ Not aware for any tools

☐ Never considered it

Regulatory Awareness:

Are you aware of any regulatory or compliance risks (e.g., GDPR, EU AI Act) when using AI tools?

☐ Yes, fully aware

☐ Somewhat aware

☐ Not aware

☐ Never considered it

If aware, please specify concerns:

SECTION 5: RISKS AND CONCERNS ENCOUNTERED

Your experiences help us understand real-world risks

Issues Experienced (select all that apply):

☐ Inaccurate or hallucinated information

☐ Concerns about data privacy

☐ Inconsistent outputs

☐ Difficulty verifying AI-generated content

☐ Integration challenges with existing tools

☐ Concerns about intellectual property

☐ Quality control issues

☐ No significant issues

☐ Other: _____

Risk Mitigation:

How do you currently verify or validate AI outputs?

Near-Miss Incidents:

Have you experienced any close calls where AI usage almost caused a problem?

☐ Yes (please describe below)

☐ No

SECTION 6: GOVERNANCE AND GUIDELINES

Understanding current awareness and needs

Current Understanding:

How clear are our organisation's current AI usage guidelines to you?

- ☐ Very clear
- ☐ Somewhat clear
- ☐ Unclear
- ☐ Not aware of any guidelines
- ☐ Guidelines exist but don't address my use cases

Reasons for Not Previously Sharing AI Usage:

If you haven't previously disclosed AI usage, why not? (select all that apply)

- ☐ Wasn't asked
- ☐ Unclear if it was allowed
- ☐ Concern about negative consequences
- ☐ Didn't seem important
- ☐ Assumed it was prohibited
- ☐ Concern about job security
- ☐ Other: _____

AI Maturity Perception:

How would you describe your team/department's AI usage stage?

- ☐ Early experimentation (trying tools informally)
- ☐ Integration (using AI in specific workflows)
- ☐ Scaling (AI embedded in core processes)
- ☐ Observing only (aware but not actively using)
- ☐ Unsure

Support Needed:

What would help you use AI more effectively and safely? (select all that apply)

- ☐ Clear usage guidelines
- ☐ Approved tool list
- ☐ Training on AI capabilities
- ☐ Enterprise accounts for tools
- ☐ Integration with existing systems
- ☐ Legal/compliance guidance
- ☐ Other: _____

SECTION 7: DEVICE AND ACCESS PATTERNS

Understanding how AI tools are accessed

Device Usage for AI (select all that apply):

- ☐ Company desktop/laptop
- ☐ Personal computer
- ☐ Company mobile device
- ☐ Personal mobile device

- ☐ Tablet
☐ Web browser only

Network Access:

- ☐ Company network/VPN
☐ Home network
☐ Public WiFi
☐ Mobile data
☐ Other: _____

SECTION 8: COMPETITIVE INTELLIGENCE

Optional: Market observations

Industry Observations:

Are you aware of competitors or partners using AI in ways we're not?

- ☐ Yes
☐ No
☐ Unsure

If yes, which specific tools or applications are they using and for what purposes?

SECTION 9: INNOVATION OPPORTUNITIES

Your ideas for formal AI adoption

Recommendation for Official Adoption:

Which AI tool would you most like to see officially approved and why?

Process Improvement:

Describe one process in your work that could significantly benefit from AI, specifying the potential impact (e.g., efficiency gains, error reduction, customer satisfaction):

Barriers to Innovation:

What's the biggest obstacle to using AI effectively in your role?

SECTION 10: ADDITIONAL COMMENTS

Any other information you'd like to share

SUBMISSION CONFIRMATION

- ☐ I understand this submission is protected under the AI Amnesty Programme
- ☐ I confirm the information provided is accurate to the best of my knowledge
- ☐ I understand the purpose is to improve AI governance and capture innovation value

Optional Follow-Up:

- ☐ I'm willing to participate in a confidential follow-up interview
- ☐ I'd like to be considered for the AI Centre of Excellence team
- ☐ I'm interested in AI training opportunities

Contact for Follow-Up (optional):

Email: _____

ADMINISTRATIVE USE ONLY

Not visible to respondents

Submission ID:

Date Received:

Risk Assessment Score:

Innovation Potential Score:

Regulatory Risk Score:

Collaboration Risk Score:

AISA Stage Assessment:

Follow Up Required:

Notes:

Thank you for your participation in the AI Amnesty Programme. Your honest disclosure helps build a stronger, more innovative organisation.