

EWDE

Evangelisches Werk
für Diakonie
und Entwicklung

Guidelines on the Use of Artificial Intelligence

in the EWDE

Decided by the EWDE management group on 27 February 2024

This document was created as part of the [digital pilot working group "AI guidelines"](#) with the collaboration of Conrad Aced, Andreas Bartels, Johanna Birk, Christopher Duane, Katja Gast, Norbert Gimm, Benita Magenau, Evelyn Moeck, Götz Nübel, Hanna Pistorius, Thomas Reinhardt, Anja Remmert, Johannes Schunter, Tobias Traut, Ella Vaas and Seval Zorlu, taking into account the [feedback from employees on EASY](#).

A. About these guidelines

1. These guidelines set out how we intend to use artificial intelligence (AI) in a **responsible, safe and ethical** manner in the work of the Evangelisches Werk für Diakonie und Entwicklung e. V. (EWDE), while minimizing potential risks.
2. The guidelines **are recommendations** and are intended to provide **guidance** for all employees of the EWDE.

B. Principles

3. We advocate a fair **digitalization geared towards the common good** and digital sovereignty in the sense of self-determined use and design of information technology.
4. AI should serve the **goals of the EWDE** and its brands.
5. We see new technologies as an **opportunity** to achieve these goals more effectively and efficiently.
6. We assume that AI will become an integral part of the working environment in the foreseeable future and will **change work flows and work content**. We therefore want to actively shape these changes in such a way that all **employees are empowered to use and help shape AI solutions**.
7. At the same time, AI can be a source of **errors, bias and misuse** and – like any technology – can lead to damage for the EWDE, for partners and for individual people if used in the wrong way.
8. The best way to learn how to use AI competently is to proactively apply available AI systems to your own work tasks. Only through a **self-responsible and joint learning process** can we gain a sound understanding of the opportunities and limitations of AI.
9. We deal **with AI transparently and truthfully**¹ among ourselves, with our partners and with the public.

C. Empowerment

10. The **EWDE encourages its employees** to be open and curious about new tools, to **try them out within the** framework of these guidelines and existing legal requirements, to share their user experiences and to make suggestions for their practical application in the EWDE. Section E. of these guidelines explains the legal requirements in more detail.
11. We want to use AI in a way that **empowers employees** to (a) increase the quality and effectiveness of their work, (b) minimize their effort for repetitive tasks, and (c) do things they were previously unable to do.
12. The **EWDE promotes the competencies** of its employees to use AI for this purpose. Wherever possible and appropriate, the EWDE tries to provide all employees with equal access.

¹ Cf. https://drpr-online.de/wp-content/uploads/2023/10/DRPR_Deutscher-Kommunikationskodex-.pdf, page 3.

D. Responsible handling of AI limitations

13. As individual employees, **we are responsible** to the EWDE for the content we generate with the help of AI.
14. As a legal entity, the **EWDE is liable** to third parties for any damage caused by the use of AI by employees.
15. The use of AI should be in line with **the mandate of the EWDE²** and in a respectful attitude towards those affected by AI-generated content.
16. As with all other activities, when using AI-generated content, we should do our utmost in accordance with the **Do-no-Harm principle** to exclude negative effects on the persons involved and the infringement of **existing third-party rights** (in particular copyrights or personal rights).
17. If a new AI-based tool is being developed in or for the EWDE, **all stakeholders** (future users, etc.) should therefore be **involved from the outset** wherever possible.
18. We do not want to produce or reproduce false information or work results. **We therefore always check outputs** from language models **for accuracy and suitability**, especially with regard to bias that arises from training data and which is therefore always reflected in the AI's responses.
19. **Texts** in public publications or EWDE **websites where the use of AI goes beyond pure linguistic checks or translations** are marked as such³. This is not necessary for posts on social media or internal texts.
20. AI-generated **photorealistic images** for public publications and websites are **only used in consultation with the relevant responsible communications department** and are **identified as AI-generated representative images** in the image description⁴. This is not necessary for graphic illustrations.
21. Within the EWDE, we are **open with colleagues and superiors about** what work we have used AI for and how, so that we can all learn from it and improve the quality of our work.
22. Processes and decisions **must not be fully automated**. There must always be a responsible person at the end of a product, service or decision (**Human-in the-Loop**)⁵.
23. When we use AI to process **data from partner organizations or members** of the EWDE and derive conclusions, we discuss the conclusions with them and disclose **the purpose and methods of data processing** as well as the statistical methods used in order to avoid bias and discrimination in the data basis, evaluation and conclusions.

2 Cf. statutes of the EWDE: https://www.diakonie.de/diakonie_de/user_upload/diakonie.de/PDFs/Satzung_EWDE_2022-10-20.pdf.

3 Following to the format: "The author has developed this text in collaboration with [LANGUAGE MODEL] from [MANUFACTURER]. The author has reviewed, edited and adapted the generated elements of the text to his/her preferences. The author is responsible for the content of the text."

4 Following the format: "This representative image was created with the help of the AI image generator '[NAME OF GENERATOR]' using the prompt '[PROMPT]'."

5 Cf. https://praxistipps.chip.de/human-in-the-loop-begriff-einfach-erklaert_163787.

E. Data protection and security

24. The provisions of the **EKD Data Protection Act (DSG-EKD)**, the **Federal Data Protection Act (BDSG)** and the **European General Data Protection Regulation (GDPR)** also apply to the use of AI.
25. We **do not enter any sensitive data** about the EWDE, its partner organizations or individuals into AI systems of providers with whom the EWDE has not signed a corresponding data processing agreement (DPA)⁶.
26. **Sensitive data** is data that could pose a risk to the privacy, integrity, security or reputation of the EWDE, its employees, partner organizations or members if it is disclosed to unauthorized third parties. This includes in particular non-public (a) **personal data**, (b) data relating to **financial transactions or balance sheets**, (c) **health data**, (d) **trade secrets**, (e) **confidential internal communications** or communications with partners, (f) **confidential legal documents**, and (g) **security-critical technical information**.
27. **A helpful rule of thumb is: Only enter things into an AI system that you could forward without repercussions by e-mail to uninvolved external third parties without first asking the source of the information for permission.**
28. Where **external AI systems**⁷ are used, we **anonymize transmitted content** and **remove genuine⁸ financial and sensitive data**. Where **official access is provided by the EWDE** for specific AI applications, we use this instead of private access on a mandatory basis.
29. The EWDE strives to **sign data processing agreements (DPAs) with providers** for proven application scenarios and tools **in a timely manner and to license tools** in order to enable everyone to work with AI as securely as possible. The **involvement of the Employee Representative Committee (MAV)** must be taken into account for the introduction of new programs.

⁶ Cf. www.az-datenschutz.de/allgemein/was-ist-ein-auftragsverarbeitungsvertrag-av-vertrag-und-wann-benoetige-ich-ihn

⁷ By "external AI system" we mean AI-supported IT systems that are not provided by the EWDE.

⁸ "Real financial data" is data that represents real transactions or balance sheets, as opposed to purely hypothetical financial figures.

Imprint

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