

# Fictional Sample: AI Use Governance Addendum

Prepared for: Atlas Row Software, Inc. | Fictional organization

## Fictional sample notice

This sample is fictional and illustrative. It does not represent a client deliverable, validated control environment, audit finding, legal conclusion, certification outcome, or assurance over operating effectiveness.

## Purpose

This sample addendum documents a fictional organization's stated use of AI tools. It does not validate whether the tools are configured correctly, whether restrictions are enforced, or whether AI outputs are accurate.

## Current stated AI-use posture

Category	Fictional stated practice
Approved internal AI tools	ChatGPT Business, Gemini for Workspace, and vendor-supported AI features inside approved SaaS platforms.
Permitted uses	Drafting, summarization, internal research support, spreadsheet cleanup, meeting notes, and non-sensitive content review.
Restricted data	Customer secrets, credentials, authentication tokens, legal contracts, raw incident evidence, regulated data, and confidential customer exports are not approved for AI tool input.
Human review	Employees are expected to review AI-assisted content before business use, customer sharing, or inclusion in formal documentation.
Ownership	The Operations Lead owns internal AI-use documentation. System owners remain accountable for SaaS tools with embedded AI functionality.

## AI tool inventory excerpt

Tool	Use case	Data restriction	Owner	Review expectation
ChatGPT Business	Drafting and document structure	No secrets, tokens, customer exports, or regulated data	Operations Lead	Human review before reuse
Gemini for Workspace	Workspace productivity support	Use according to Workspace access boundaries	Workspace Admin	Review before external sharing
CRM AI Assistant	Sales note summarization	No sensitive customer security details	Revenue Operations	Manager review for customer-facing text

## Documentation control note

This addendum is documentation-only and reflects stated current practices. It should be reviewed when approved tools, AI use cases, data restrictions, or AI ownership change.

## Required limitation

This document reflects client-stated current practices provided for this engagement. It does not constitute validation of implementation, operating effectiveness, legal interpretation, remediation guidance, certification status, or future-state commitment.