FIRM GOVERNANCE

Responsible AI Use and Human Review Policy

Lakefront Legal · Version 2.0

Policy owner	General Counsel and AI Governance Committee
Effective	1 September 2026
Applies to	Personnel, contractors, and approved AI service providers
Classification	Internal
Review cycle	Semiannual
Status	Approved

Training notice. All parties, facts, clauses, dates, and outcomes in this document are fictional. Use only for demonstration and evaluation.

1. Approved activities and data handling

Permitted with approved systems

- Classify documents and extract clauses with verifiable source references.
- Compare contract language to an attorney-approved playbook.
- Draft internal alternatives clearly labeled for attorney review.
- Summarize non-privileged materials and prepare administrative work product.

Confidentiality and privilege

AI-101 Approved environment

Client or confidential information may be processed only in an approved environment with contractual protections, access controls, retention limits, and matter authorization.

AI-102 Minimum necessary

Users shall provide the minimum data necessary and shall not include unrelated personal, privileged, sealed, or highly sensitive data.

AI-103 No training by default

Client inputs and outputs may not be used to train general models unless specifically approved in writing by the client and the firm.

2. Verification and prohibited uses

AI-201 Attorney verification

A qualified attorney must verify quotations, citations, legal propositions, deadlines, conclusions, and final language before reliance or external use.

AI-202 Prohibited autonomy

AI may not independently provide legal advice, accept risk, file with a tribunal, communicate with a client or counterparty, or make a final eligibility, employment, credit, or legal-rights decision.

AI-203 Source grounding

Generated factual or legal claims must be traceable to an approved source. Unsupported assertions must be withheld or clearly escalated.

AI-204 Disclosure

Use shall be disclosed when required by law, court rule, engagement terms, firm policy, or client instruction.

3. Records, monitoring, and incidents

AI-301 Audit record

The system shall record user, matter, model configuration, source set, prompt version, outputs, agent challenges, attorney decisions, and timestamps, subject to retention policy.

AI-302 Evaluation

Before production use, owners shall test representative matters for critical-issue recall, citation accuracy, harmful overstatement, privilege risk, and attorney acceptance.

AI-303 Incident response

Users shall stop use and report suspected confidentiality exposure, material hallucination, unauthorized communication, or access-control failure to the AI Governance Committee.

AI-304 Change control

Material model, prompt, retrieval, data-source, or playbook changes require documented testing and approval before release.