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Acceptable Use Policy

OpenAI „ChatGPT“

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Acceptable Use Policy

OpenAI "ChatGPT”

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"Company XY Inc."

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# Introduction

The Company permits the use of ChatGPT for the performance of its professional duties, provided that the requirements resulting from this Agreement are met.

ChatGPT, in this context, means the use of the "ChatGPT“, a software provided by OpenAI LLC, available at: https://chat.openai.com/.

# Scope of application of the policy

The Acceptable Use Policy applies between Company XY, Example Street 76, ZIP Code, City ("Company"), and its Employees.

These Acceptable Use Policy govern the use of ChatGPT by Employees or other third parties for all operational (including preparatory) activities.

# Policy: Use of ChatGPT is permitted

The company provides Employees with a professional user account (“Account”) to use the service.

The use of ChatGPT is permitted for the completion of professional tasks exclusively by using the Account and in compliance with the restrictions resulting from these terms of use.

# Prohibited uses

In any case, the following uses of ChatGPT violate legal requirements and are explicitly prohibited:

* Use for private purposes
* Transmission of personal data (in addition to data in plain text, this also includes data that results in a personal reference from the respective context)
* Transmission of trade secrets, in particular such that are protected as business secrets by law or confidentiality agreements
* Transmitting or creating submissions that are illegal, inappropriate, or harmful
* Uses that are likely to impair the interests of the company. The interests of the company are impaired if the public reputation of the company or the security of the company's IT systems are impaired, the company suffers other disadvantages or legal provisions or instructions of the company are violated.

# Duties of the user of ChatGPT

The Account used must be secured by a sufficiently strong password in accordance with the password policy and the company's IT security requirements.

The credentials must not be disclosed to third parties.

The Employee shall inform companies immediately if:

* he has sufficient reason to believe that his Account is accessible by a third party
* the Account is no longer usable
* there has been a data breach or an incident in which a data breach cannot be ruled out
* there were other IT security-related incidents

The deletion of the Account may only take place with the express consent of the company.

# Access to the Account by the company

Company is entitled to verify compliance with this Acceptable Use Policy by accessing the Employee's Account.

If an Employee leaves the company (or dies), he or she loses access the Account. In such a case, the company is entitled to transfer the Account to another Employee or, if necessary, to use it itself from then on.

# Consequences of violations

In the event of misuse, the company is entitled to apply all measures under employment law, including termination without notice or with notice. Criminal sanctions and civil law consequences such as damages are also possible.