AI GOVERNANCE KIT · ICAEW EDITION · ESSENTIALS

Essentials: the rules, the register and the paperwork, ready to fill in

For accountancy practices. Mapped to published guidance from ICAEW.

Everything you need to put written AI rules in place yourself: a policy, a register of approved tools, a usage log, client wording, tool checks, a staff survey and a prompt library.

PRICE	£249 One payment. Licensed for one practice.
DELIVERY	Delivered by email as a zip file straight after payment.
LAST REVIEWED	Kit content last reviewed September 2026.

What you'll have when you've finished

If your team already uses AI tools, often on personal accounts, this kit gives you written rules to follow and the records to show how you work.

01	A written AI use policy, owned by the partner responsible for AI
02	A register of the AI tools your team may use, and which of them may see client information
03	A quick way to record AI use on client work, so you can show who checked what
04	Wording for your engagement letters and privacy notice, and answers for clients who ask
05	A set of checks to run before any new AI tool is approved, including a DPIA screening
06	An anonymous staff survey, so you know what's already in use before you write the rules
07	17 prompts for everyday jobs, each marked safe or unsafe for client data

HOW LONG IT TAKES

Plan for a few hours in total, spread over a week or two while the staff survey answers come in.

The start here guide takes you through it step by step, and a 20-minute video walks through the whole kit.

What's inside

11 documents to edit in Word or Google Docs, with spreadsheets where they help. Every document has your practice's name and other details in square brackets to fill in, and the date the content was last reviewed.

FILE	WHAT IT'S FOR
Start here guide	Your step-by-step plan, with the link to the walkthrough video
AI use policy	The rules everyone follows
Approved AI tools register	Which tools are allowed, and for what (Word and spreadsheet)
AI usage log	A light record of AI use on client work (Word and spreadsheet)
AI wording for your engagement letters	Wording for your engagement letters and privacy notice
AI tool assessment and DPIA screening	Checks to run before any tool is approved
Staff AI survey	The anonymous staff survey, plus a script that builds it as a Google Form
Client AI FAQ	Answers for clients who ask about AI
Prompt library	17 prompts for everyday jobs, each labelled for client data
Regulator mapping	How each document lines up with what ICAEW expects
Licence and terms	What you can and can't do with the kit

A LOOK INSIDE

3. Client and personal data

- The default rule: don't put client information, personal data or anything confidential into an AI tool.
- The only exception is a tool marked "Approved for client data" in the register.
- Even in an approved tool, share only what the task needs. Remove names and identifiers where you can.

FROM THE AI USE POLICY, SECTION 3

Mapped to ICAEW

Each document lines up with published guidance from ICAEW. The full table, with links, is in the kit.

01	Have appropriate policies and guidelines in place on how AI should be used.	(ICAEW, Generative AI guide: dos and don'ts)
02	People using AI understand how it works and are adequately trained.	(ICAEW, dos and don'ts)
03	Keep client and confidential internal data off public AI tools.	(ICAEW, dos and don'ts; Legal considerations of generative AI)
04	Confidential client information only goes into systems after due diligence, contractual protections and internal approval; know where data is stored, who can access it and whether it trains models.	(ICAEW Regulatory News, Protecting client confidentiality, July 2026)
05	Apply the Code of Ethics to AI: integrity, objectivity, competence and due care, confidentiality, professional behaviour.	(ICAEW, Generative AI and ethics)
06	Keep humans in the loop and review AI output with professional scepticism.	(ICAEW, dos and don'ts)
07	Be transparent about when AI has been used.	(ICAEW, dos and don'ts)

PLEASE NOTE

The kit is general guidance, not legal advice. Your compliance lead or MLRO should review each document before you adopt it.

Choose your kit

You're looking at: **Essentials**.

	THIS KIT ESSENTIALS £249	COMPLETE £495	COMPLETE WITH REVIEW £795
Policy, register, usage log, client wording, tool checks, staff survey, prompt library	■	■	■
Start here guide and 20-minute walkthrough video	■	■	■
Recorded team training, quiz and completion record		■	■
AI vendor checklist and scoring sheet		■	■
My written review within five working days, optional 30-minute call			■

UPGRADE

Upgrade to a higher tier at any time by paying the difference.

TEAM AI ROLLOUT

Prefer me to do it for you? The team AI rollout covers everything in the kit plus choosing and setting up your tools, a live workshop and a handover. It's £1,950, and if you book it within 60 days of buying a kit, the price you paid comes off.

Buy the Essentials kit at guyhabgood.co.uk/kits

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