

AI STATEMENT

Last Updated: June 2026

At **Rebecca Jane Virtual Business Support**, we embrace modern technology to optimise our workflows, streamline business systems, and deliver high-quality results. This includes the responsible use of Artificial Intelligence (AI) tools (such as Gemini, Claude, and built-in platform AI features).

This AI Policy outlines how we do and do not use AI tools in our day-to-day operations, content creation, and client project delivery.

Client Data Protection and Confidentiality (Our Core Promise)

We maintain a strict boundary between client data and generative AI tools.

- **No Public Training:** We will **never** input your sensitive, proprietary, or identifiable business data (including client lists, financial records, passwords, or private strategy notes) into public AI models where that data could be used to train the software.
- **Secure Environments:** If AI features are utilised within our Google Workspace, project management or CRM platforms (such as ClickUp AI or Notion AI) to summarise meeting notes or format tasks, we only do so if the platform guarantees data privacy and security compliance under UK GDPR.

AI in 1:1 Services & Tech Setups

When you hire us for "Done For You" tech setups, ClickUp power hours, or business support, the core strategy, architecture, and execution are handled entirely by human expertise.

- We may use AI as an assistant to troubleshoot technical code (such as custom HTML/CSS for web formatting, advanced spreadsheets formulas, or API webhooks) or system architectural issues.
- Every piece of AI-assisted code or tech structure is manually tested, reviewed, and verified for accuracy and safety before being implemented into your live business systems.

Rebecca Jane Virtual Business Support

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AI in Digital Products & DIY Content

For our DIY maps, checklists, launch guides, and marketing content:

- **Human-Led Strategy:** The frameworks, launch strategies, and step-by-step systems provided in our digital shop are born from real-world industry experience and expertise.
- **Brainstorming & Formatting:** We may utilise AI tools during the creative process to brainstorm content ideas, outline structures, proofread text, or generate initial drafts.
- **No Pure AI Plagiarism:** We do not copy and paste unedited, mass-generated AI text into our premium products. Every downloadable resource is heavily edited, infused with unique brand voice, and fact-checked to ensure it delivers genuine value.

Human Accountability

AI is an assistant, not a replacement. **Rebecca Jane Virtual Business Support** retains full human accountability for all final deliverables, client communication, and consulting advice. We do not rely on automated AI decision-making to run our client relationships.

Updates to this Policy

As AI technology and data privacy laws evolve, we will update this policy to ensure we continue operating with the highest ethical standards.

If you have any questions or specific restrictions regarding the use of AI tools within your own business projects, please reach out to us at rebecca@rjvirtualbusinesssupport.com.

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