

AI use policy

Version	1.0
Effective date	27 October 2026
Owner	Robin Ashford
Applies to	Every call from the Final Frame platform to a machine learning model, and AI tools used to build Final Frame
Review	27 October 2027
MPA CSBP	v5.3.1 OR-5.0, TS-7.0, TS-7.1. v5.3.2 adds TS-7.2 Governance, TS-7.3 In-house development, TS-7.4 Third-party management, TS-7.5 Agentic capabilities, TS-7.6 Testing

Approved by Robin Ashford, Founder, 27 October 2026

Rules

1. **No training on customer content.** Final Frame does not train or fine-tune any model on customer content. It uses only providers whose terms say they do not train on our inputs or outputs.
2. **Approved paths only.** Customer content goes only to the model paths in the table below marked Approved. Anything else is a change under the Change management policy and an update to this policy first. An exception needs Robin's written approval and an entry in the risk register.
3. **Our own cloud project.** Every model call that carries customer content runs in a Google Cloud project Final Frame owns, under a Final Frame service account.
4. **Least content.** Send the smallest thing that does the job: a low-resolution reading copy, not the master; frames, not the film, where frames will do.
5. **Short-lived copies.** A copy made for a model (the reading copy in the scratch bucket) is deleted within one day and encrypted with a Final Frame key.
6. **People decide.** A model's output is a proposal. It is stored with its model and time as provenance, shown to a person, and can be changed or rejected. A model never passes a QC gate, sends a delivery, changes a permission or deletes anything on its own.
7. **Agents act as a person.** The in-app assistant acts with the permissions of the person using it, through the same API checks. Its writes are recorded and can be undone.
8. **Ledger.** Prompts and answers are not stored there.
9. **Customer choice.** Each project chooses which content-reading modes it uses. A project marked high security makes no model call (see the Data classification and handling).
10. **A customer's own models.** An Org may connect its own providers and route its own jobs to them. Those calls run under the customer's account and contract. The key is encrypted under the Org's own key.

What reaches which model

Feature	Content sent	Model	Provider path	Approval
Read a deal memo	The memo PDF, inline	Gemini 3.8 Flash and Claude Opus 5.5 read it in parallel; other Flash models as fallbacks	Vertex AI (Claude through Google's Model Garden)	Approved
Promos: plan and line rewrites	The programme's digest: title, logline, genre, leads, scene headings and summaries, dialogue lines, shot timings	Gemini Flash, then Claude Opus 5.5	Vertex AI	Approved
Promos: voice and music	The script's lines and the delivery; a text prompt for the music	Gemini TTS, Lyria	Vertex AI, global	Approved
Artwork: generate with GPT Image	Prompt and one-hour signed URLs to the references in the Org's bucket	GPT Image 2 or 2.5	fal.ai (Final Frame holds no OpenAI account)	Approved.
Screening Room themes	Catalogue facets and counts: genres, keywords, decades, original languages, director and production company names. No title name, synopsis, picture, screener, guest or viewing record	Gemini 3.1 Flash Lite	Vertex AI, global. At most 4 calls an Org a day and 5p a month	Approved
A customer's own provider	What the customer routes to it, job by job	The customer's choice	The customer's own account (see the Vendor management policy)	The customer's decision

Safety filters are set to for film reads, on purpose: a compliance read must see violence and language to report them. This is an accepted configuration, reviewed with this policy.

Retention at the provider

Provider	Confirmed and filed before approval
Google Vertex AI	No training on customer data (Google's terms). In-memory caching of prompts for the project. Location of processing on the global endpoint
Anthropic on Vertex AI	Same, under Google's Model Garden terms
fal.ai	Retention of prompts, input URLs and generated images. Whether fal fetches and stores the referenced images. Region. Training terms, its own and those of the model behind it

Testing

The assistant is tested against prompt injection from inbox email and uploaded documents (OWASP LLM Top 10, LLM01) before each penetration test and after any change to its tools, and the test is recorded (5.3.2 TS-7.6).

AI tools used to build Final Frame

AI coding assistants help write Final Frame's code. Rules:

- They work on the repository and local seed data. They never receive customer content.

- They run under Robin's supervision with his permission settings. Their changes go through the same git history and CI as any other change.
- They may run read-only cloud commands. Changes to production follow the Change management policy.
- Secrets are not pasted into them.

Review

Robin reviews this policy every year and whenever a model, provider, region or feature in the table changes.

Final Frame Ltd · Registered in England and Wales · Company number 17413345 · www.final-frame.com/trust