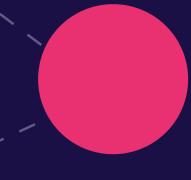# SquadBot User Guide
# Guidelines for Using SquadBot Effectively and Responsibly

SquadBot is designed to help teams better understand their results and take practical action to improve how they work together. To make sure it remains useful, safe, and fair for everyone, we ask users to follow the principles below.

**SquadBot can:**
- Help you explore and better understand your team's report results,
- clarify insights and recommendations generated by Squadify,
- learn about teamwork concepts, research, and good practice,
- design workshops or activities tailored to your team's needs.

**All responses are based on:**
- your team's authorised report outputs, and
- Squadify's curated knowledge base of research, learning content, and thought-leader conversations.

**SquadBot cannot:**
- see raw survey responses,
- access individual answers or identities,
- see data from other teams or organisations, and
- browse or retrieve data from external or internal systems.

SquadBot works only with summarised insights and recommendations that have already been generated for your team.

**You are not permitted to use SquadBot to:**
- try to access or guess information about another team or organisation,
- attempt to identify individual respondents,
- ask it to reveal how other customers' results look,
- try to reconstruct Squadify's internal frameworks, prompts, models, or research library,
- systematically extract or copy large volumes of content,
- use automated tools or scripts to interrogate SquadBot at scale.

Even if something seems technically possible, it doesn't mean it's appropriate or permitted. Squadify has guard rails in place to ensure that the above data is not accessible but the user also needs to use it responsibly.

**Notes about the advice SquadBot provides**

SquadBot is a support tool, not a decision-maker. Its responses:

- are generated automatically,
- are intended to support reflection and learning,
- may simplify complex topics,
- may not fully reflect your organisational, legal, or cultural context.

You should always:

- apply your own judgement,
- involve relevant stakeholders,
- and adapt suggestions to your situation.

SquadBot does **not** provide legal, medical, financial, or HR advice.

**Fair use and good faith**

Using SquadBot responsibly means:

- asking questions that relate to your own team and goals,
- using the content to support real conversations and action,
- respecting the boundaries of confidentiality and intellectual property.

If usage patterns suggest misuse or attempts to bypass safeguards, access to SquadBot may be restricted or suspended.

**If something doesn't look right**

If SquadBot gives an answer that:

- seems incorrect,
- feels inappropriate,
- or doesn't fit your context,

treat it as a prompt for discussion, not a final answer. You can also report issues via Squadify support at thesquad@squadify.net so we can improve the experience.

**APPENDIX: AI Data access**

1. **What data does the AI Insights generator get?**

The AI insights generator receives the following data:
- Aggregated and anonymised teams scores (no individual scores, no identifiable data)
- Measures of variability of scores across the team responses (standard deviation)
- Squadify dataset population quartiles for contextualising the team scores
- No team information beyond squad ID (i.e. no names, email addresses, no comments included in the Squadify submission )

2. **What data does the AI chatbot get?**

The AI chatbot has access to the following data sources
- User ID to link the user to a specific Squad
- The AI insights report(s) related to this user's squad (no raw data, no individual scores, no identifiable data)
- Dates of each Squadify assessment for this squad
- AI Insights reports for previous Squadify reports (only for reports closed since 2023 – any reports prior to 2023 do not have AI insights so cannot be accessed by the SquadBot)
- Squadify knowledge base including proprietary and internal research, Squadify content, WeNotMe podcast audio files, etc.

3. **What about Chatbot conversations?**

There is no data leakage from SquadBot conversations between users

- Conversations between individual users and the SquadBot and confidential and are not accessible to any other user
- The conversation history is retained by the SquadBot in order to provide informed responses to subsequent questions for that user
- The conversation history is not used to train the SquadBot or to inform it for conversations with other users.
- We do not carry out any aggregations of user conversations or report out on conversations – for example to report on trends in SquadBot conversation topics