

AI Tools & Practices

Tekenkamer van de Industrie B.V.

Version 1.0 | 31 March 2026

Living document — updated when changes occur in tool use or policy. Available on request.

The privacy statement on the website refers to this document.

1. Current tool overview

De Tekenkamer uses the following AI tools in its working processes:

Tool	Vendor	Application	Data location
Claude	Anthropic (US)	Analysis, research, text processing, document preparation	US (Anthropic servers)
Fireflies.ai	Fireflies Inc. (US)	Recording and transcription of meetings	US (AWS)
ChatGPT / DALL·E	OpenAI (US)	Incidental: image generation for publications	US (OpenAI servers)
Plausible Analytics	Plausible Insights OÜ (EU)	Website analytics (cookie-free)	EU (Hetzner, Germany)

None of these applications involve automated decision-making that directly affects the rights or interests of individuals. All tools are deployed in *support of human analysis and judgement*.

2. How we use AI

Analysis and research

Claude is used to analyse complex documentation, summarise meeting transcripts, structure research findings and support the writing of reports and analyses. The tool is used as a sparring partner and productivity instrument, not as an autonomous decision-maker.

Recording and processing meetings

Business meetings are recorded with Fireflies.ai (transcription) and subsequently analysed with Claude. This is done solely with the explicit consent of all participants. The full protocol — including consent, retention periods, diarisation and ethical considerations — is set out in the Recording Protocol (separate document).

Visual material

For publications, AI-generated visual material is used incidentally (via ChatGPT/DALL·E). This is always disclosed in the colophon of the relevant publication.

What we do not do with AI

- No automated decision-making about individuals
- No profiling or scoring of individuals
- No real-time biometric processing

- No chatbot or AI interaction with website visitors
- No onward sale or transfer of meeting data to third parties

3. Legal framework: EU AI Act

Position

The EU AI Act (entered into force August 2024, core obligations from August 2026) distinguishes providers (developers) and deployers (users). De Tekenkamer is solely a deployer.

Risk class

De Tekenkamer's use of AI tools for internal analysis and productivity falls under the "minimal or no risk" category. This is the lowest category: unregulated, no registration obligation, no conformity assessment, no notification requirement.

Transparency obligations (from August 2026)

The AI Act introduces two relevant transparency obligations:

- AI-generated published content must be identifiable as such
- Interaction with AI systems (chatbots, etc.) must be disclosed to users

De Tekenkamer anticipates these obligations by disclosing AI use per publication in the colophon. Currently, no AI chatbot or similar interaction is deployed on the website.

AI literacy (in force since February 2025)

Organisations that deploy AI must ensure that staff have sufficient knowledge of how their tools work and what their limitations are. For De Tekenkamer, this means in practice: understanding what the tools do, where data is processed, what the limitations are, and how to interpret and verify the output.

4. Safeguards and existing arrangements

General Terms and Conditions — Article 4.8

The General Terms and Conditions of De Tekenkamer contain an explicit provision on AI use (Article 4.8). This provision:

- Acknowledges the use of AI Tools including LLMs
- Requires confidentiality and security safeguards as a condition
- Provides that where the client prescribes its own AI tools, the client is responsible for access and licences
- Provides that audio/video recording takes place only with explicit consent

Recording Protocol

A separate internal protocol describes the full procedure for recording, transcribing and processing meetings. This protocol covers consent, toolchain (Fireflies → Claude → SharePoint), retention periods, speaker diarisation, ethical considerations, and a migration path towards EU-hosted alternatives.

Privacy statement

The privacy statement on the website generically discloses the use of AI tools for meeting processing and refers to this document for details.

5. Disclosure policy

On the website

The methodology or about section of the website includes a brief passage:

“De Tekenkamer uses AI as one of the instruments supporting its analyses. We are transparent about our use of these tools and regard this as part of our professional practice.”

In publications

Where AI has played a substantial role in a publication, the colophon includes a disclosure specifying the AI support used. Examples:

- Interview analysis and transcript processing
- Support in writing and structuring text
- Research and source analysis
- Generation of visual material (always explicitly disclosed)

In internal documents

Internal working documents prepared with AI support include a colophon disclosing the AI use and identifying the person responsible for substantive choices.

6. Data and privacy

Data processing outside the EU

Claude (Anthropic) and Fireflies are US-based services. Meeting data is processed on American servers. This is a point of attention under the GDPR. De Tekenkamer is actively evaluating European alternatives for transcription to achieve full GDPR compliance.

Retention and deletion policy

The Recording Protocol contains specific retention periods and describes the process by which specific meeting knowledge is reduced over time to anonymised background knowledge for the company.

No transfer to third parties

Meeting data, transcripts and AI analyses are not shared with third parties. Processing takes place solely for the purpose of De Tekenkamer’s own service delivery.

7. Developments and roadmap

When	Development	Status
Q2 2026	Evaluation of European transcription tool (replacement for Fireflies)	Planned
Q2 2026	Include consent text in standard meeting invitations	Planned
Aug 2026	AI Act transparency obligations enter into force	Anticipating
Ongoing	Colophon discipline per publication	Active
Future	Agentic AI applications in client interaction	Exploration
Future	Virtuoso modelling: automated model construction and analysis	Ambition

As AI tools come to play a larger role in client interaction — for example via agentic workflows or guided model use — this document will be expanded with the corresponding safeguards and arrangements.

Colophon

This document was prepared with the support of AI tools (Claude, Anthropic) for text processing and structuring.

Substantive choices and decisions were made by Andreas ten Cate.

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Previous document: "Gebruik van AI-tools" (section in Legal Pages Draft, 30 March 2026)