

ANNEX A • GUIDANCE TEMPLATE & PRACTICAL EXAMPLES

UNDER REGULATION (EU) 2024/1689 (EU AI ACT)

INTERNAL AI TOOLS INVENTORY REGISTER (AI INVENTORY LOG)

Completed example of AI tool mapping for SMEs, compliant with transparency requirements (Art. 50) and AI literacy (Art. 4) under the EU AI Act.

Purpose of this register: Maintains an explicit record of AI applications used within the company, prevents unauthorized software (Shadow AI), ensures GDPR data protection compliance, and establishes clear human accountability for each automated process.

AI TOOL & PROVIDER	DEPARTMENT / USERS	PURPOSE OF USE & TASKS	PROCESSED DATA TYPE	CONTROL MEASURES & INTERNAL RULES
ChatGPT Team / Plus <i>OpenAI (USA / Cloud)</i>	Marketing / Sales Promotion Team	Drafting commercial emails, social media content ideas, structuring blog posts.	Public marketing copy, campaign concepts. NO PERSONAL DATA (PII)	Mandatory human editorial review prior to publication. Strictly forbidden to input customer databases or confidential contracts.
Canva Magic Studio <i>Canva Pty Ltd</i>	Design & Graphics Graphic Designer	Generating background imagery, extending product pictures, editing banner visuals.	Generic marketing visuals, web graphics. NO REAL CONFIDENTIAL DATA	Mandatory visible labeling under Art. 50 if generating synthetic images/videos simulating real persons or locations (Deepfakes).
GitHub Copilot / Cursor <i>GitHub / Microsoft</i>	IT & Development Web Developers	Source code autocompletion, refactoring recommendations, writing boilerplate functions.	Internal source code snippets. INTERNAL COMPANY DATA	Mandatory manual code review by a Senior Developer; automated vulnerability scanning before merging into production.
Web Support Chatbot <i>e.g. Tidio / Crisp / Intercom</i>	Customer Support Online Support	Automated 24/7 answers to frequently asked questions (FAQ) on the company website.	Visitor inquiries, client email addresses. GDPR APPLICABLE	Clear disclosure from the first message: "I am an AI assistant". Mandatory quick option to transfer to a human agent upon request.
DeepL Pro <i>DeepL SE (Germany)</i>	Admin / Sales All Staff	Translating commercial quotes, user manuals, and email communications with international suppliers.	Commercial copy, technical specifications. ROUTINE BUSINESS DATA	Exclusive use of the Pro tier (contractual guarantee of non-retention and zero model training on input texts).
Otter.ai / Whisper <i>Voice-to-Text Transcription</i>	Management / Projects Project Managers	Generating automated meeting minutes and actionable summaries for internal work sessions.	Audio recordings of internal meetings. INTERNAL TEAM DATA	Prior notification and consent of all meeting participants. Strictly prohibited from transcribing individual staff appraisals.

Guidance Sheet • Please see the next page for the official blank template to be completed by the company • [techie-show.com](#)

ANNEX A • OFFICIAL INTERNAL INVENTORY TEMPLATE

UNDER REGULATION (EU) 2024/1689 (EU AI ACT)

INTERNAL AI TOOLS INVENTORY REGISTER

Internal operational document for inventorying and authorizing AI technologies deployed within the company.

Company Name:

Year / Version:

2026 / Rev. 1.0

Tax ID / Trade Reg.:

Approval Date:

____ / ____ / 2026

AI TOOL & PROVIDER	DEPARTMENT / USERS	PURPOSE OF USE & TASKS	PROCESSED DATA TYPE	CONTROL MEASURES & INTERNAL RULES

IT OFFICER / INTERNAL AI TRAINER

Full Name: _____

Signature: _____

ADMINISTRATOR / LEGAL REPRESENTATIVE

Full Name: _____

Signature & Stamp: _____

Register compliant with Regulation (EU) 2024/1689 (EU AI Act) • Must be updated whenever a new AI application is adopted • [techie-show.com](#)