



Get value from AI. Keep sensitive work safe.

Generative AI can help you draft, summarize, and explore ideas. It can also expose sensitive information or produce confident-sounding errors. Use these six habits to get practical value without creating avoidable risk.

Before you paste, pause for 10 seconds.

APPROVED TOOL? | NO SENSITIVE DATA? | A PLAN TO VERIFY?

Six habits for safer AI use

Practical steps for everyday work

01

Use approved tools

Follow your organization's policy. Use only approved tools, accounts, and settings for work.

02

Keep sensitive information out

Do not paste passwords, credentials, or confidential information. Follow your organization's data rules.

03

Check before you trust

AI can sound certain and still be wrong. Verify important facts, figures, quotations, and sources.

04

Review before you publish

Treat AI output as a draft. Check accuracy, tone, bias, confidentiality, and professional standards.

05

Prompt with purpose

State the task, audience, constraints, and format. Specific prompts help, but never add sensitive details.

06

Keep human judgment in charge

Use AI to brainstorm, outline, or draft. Human review is essential, especially for consequential decisions.

Use AI thoughtfully. Verify before you publish.

If you are unsure, ask your organization's security, privacy, or compliance team.

PRIVACY-MINDED AI

privacymindedai.com

Practical AI. Safer habits. Better judgment.