



Privacy-Minded AI

Practical AI. Safer habits. Better judgment.

The 60-Second AI Safety Checklist

Before you paste, upload, connect, automate, or rely on AI

A quick guide for safer AI use

AI can save time, but reckless use can expose sensitive information, create bad decisions, or make confident mistakes look trustworthy.

1. The 60-Second Rule

Before using AI, pause and ask:

- ☐ Am I sharing anything private, sensitive, regulated, confidential, or embarrassing?
- ☐ Would I be comfortable if this appeared in the wrong inbox, meeting, screenshot, or vendor system?
- ☐ Do I know where this AI tool stores the information I provide?
- ☐ Do I know whether this tool can use my input for training, review, improvement, or retention?
- ☐ Am I asking AI to make a decision that should be reviewed by a person?
- ☐ Could a wrong answer create financial, legal, reputational, privacy, security, or safety risk?

Quick test

If you would not post it in a public forum, do not casually paste it into an AI tool.

2. Do Not Casually Put This Into AI

Unless you have clearly approved the tool, settings, account type, and use case, do not paste or upload:

- ☐ Passwords, passphrases, API keys, access tokens, recovery codes, or security questions
- ☐ Client, customer, patient, student, employee, or member records
- ☐ Social Security numbers, tax IDs, account numbers, passport numbers, or driver license numbers
- ☐ Medical, legal, financial, insurance, HR, or disciplinary information
- ☐ Contracts, proposals, invoices, deal terms, pricing, or negotiation details
- ☐ Internal emails, board materials, strategy documents, investigations, or security incidents
- ☐ Private family information, travel plans, household details, addresses, or schedules
- ☐ Screenshots or photos with names, addresses, tabs, filenames, account details, or hidden context

3. Three Questions Before You Trust The Answer

AI can sound confident even when it is wrong. Before using an answer, ask:

- [] What assumptions are you making?
- [] What could be wrong with this answer?
- [] What information would change your recommendation?

Then verify:

- [] Numbers, names, citations, dates, laws, policies, and technical steps
- [] Anything legal, medical, tax, financial, security, safety, or employment-related
- [] Anything you plan to send, publish, sign, buy, approve, or act on

Remember

AI should help you think. It should not replace your judgment.

4. Green, Yellow, And Red Light AI Uses

Green-light uses Usually safer starting points	Explain a concept, create a learning plan, draft non-sensitive text, rewrite public copy, brainstorm questions, or create a reusable template.
Yellow-light uses Useful, but use more care	Summarizing internal documents, working with client-specific scenarios, drafting professional language, analyzing business data, or generating public company content.
Red-light uses Do not do casually	Pasting secrets, uploading confidential data to unapproved tools, connecting AI to accounts without understanding permissions, letting AI act without review, or asking AI to make final high-risk decisions.

5. The Privacy-Minded AI Method

- [] Remove sensitive information.
- [] Ask for help, not final authority.
- [] Challenge the answer.
- [] Verify anything important.
- [] Keep a human in the loop before action.

Want To Learn This Properly?

Privacy-Minded AI teaches practical AI use, online safety, and prompt security for people who want real benefits without reckless habits.

Next step

Join the early list at <https://www.PrivacyMindedAI.com> to learn safer prompts, better answer-checking, workplace AI boundaries, and when AI should suggest, draft, summarize, or stay out of the decision.

Privacy-Minded AI
Use AI with judgment.

