

USING AI AT WORK

What's safe to put into AI tools

Free and personal AI tools may keep what you type, use it for training or have people review it.

Fine in any AI tool

- Information that's already public
- General questions and how-to help
- Rewording text with no names or client details in it

Only in approved tools, with your work account

- Internal documents with no personal or client data
- Draft policies, procedures and templates
- Meeting notes and summaries, in Copilot or your approved tool

Never in free or personal tools

- Client names, matters and documents
- Personal data about clients or staff
- Financial details and bank information
- Passwords, access codes and anything confidential or privileged

✦ Whatever the tool, a person checks the output before it's used.



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