

# AI USAGE GUIDE / POLICY STATEMENT FOR STAFF



## The Problem

Some staff are using AI tools like ChatGPT, Claude, Perplexity and other programs to help write reports, emails, and improve work methods. While AI can be useful, there is a serious risk if client or company data is shared.

- + AI platforms may **store and use** the information entered, making it accessible to others.
- + Sensitive business or client details could be exposed, leading to **legal, financial, and reputational risks**.
- + We must protect **confidential information** to maintain trust and compliance.

## The Solution

### Safe to Use AI For:

- + General writing assistance (eg. improving tone, grammar, or structure of reports and emails).
- + Summarising general industry trends (without using client-specific information).
- + Generating ideas for work-related projects (without confidential details).

### Never Enter into AI Systems:

- + Client names, addresses, or any **personal information**.
- + Business financials, pricing, contracts, or **internal reports**.
- + Strategic plans, legal matters, or **any confidential company data**.

### How To Use AI Safely:

- + Think before you type – if the information is confidential, **don't enter it into AI**.
- + Use approved AI tools (eg. enterprise versions with **privacy safeguards**).
- + If unsure, ask your manager before using AI for work-related tasks.

By following these guidelines, we can benefit from AI without risking company or client data. **Protect our information – think before you share!**



**FREE DOWNLOAD [HERE](#)**

### Using AI Safely In Business

A short guide to harnessing the power of AI while mitigating risk.