

Using AI Safely In Business

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

A FREE PlanA Consulting resource April 2025



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plan for success



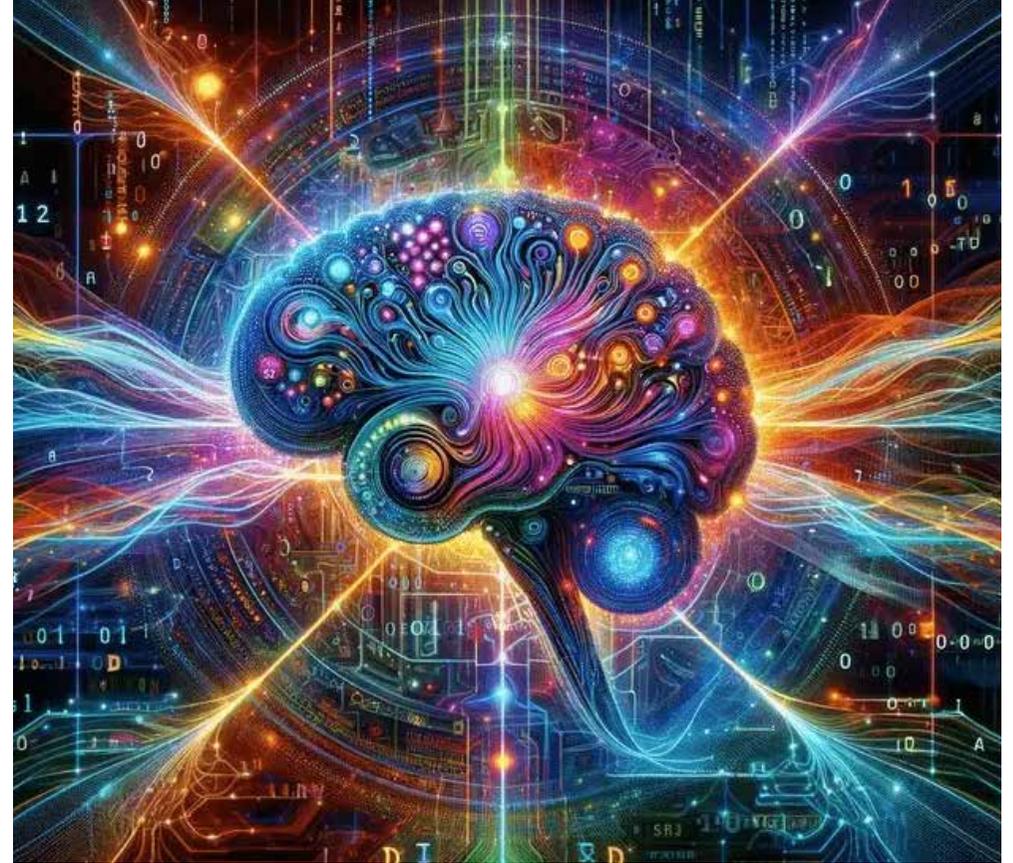
USING CHATGPT FOR BUSINESS? READ THIS FIRST

**AI can boost productivity –
but it can also expose your
business to major risks.
Here's what you need to know.**

**AI is becoming a daily tool in
the modern workplace.**

Staff are using ChatGPT, Claude,
Perplexity, and others to:

- + Write reports
- + Draft emails
- + Generate ideas
- + Improve workflows



**But what happens when someone
enters confidential business or
client information?**



THE RISKS ARE REAL FOR BUSINESS OWNERS



Data Is Stored

ChatGPT saves your inputs unless you manually opt out.



You May Break The Law

GDPR, HIPAA, PCI DSS – these rules apply even if AI makes the mistake.



Information Can Leak

There have been confirmed cases of sensitive data being exposed.



You Can't Delete Prompts

Once submitted, there's no easy way to remove data from the system.

THIS ISN'T JUST AN IT ISSUE – IT'S A SERIOUS BUSINESS RISK

And most of it happens without bad intent – just a lack of clear guidance.



Legal Exposure



Reputational Damage

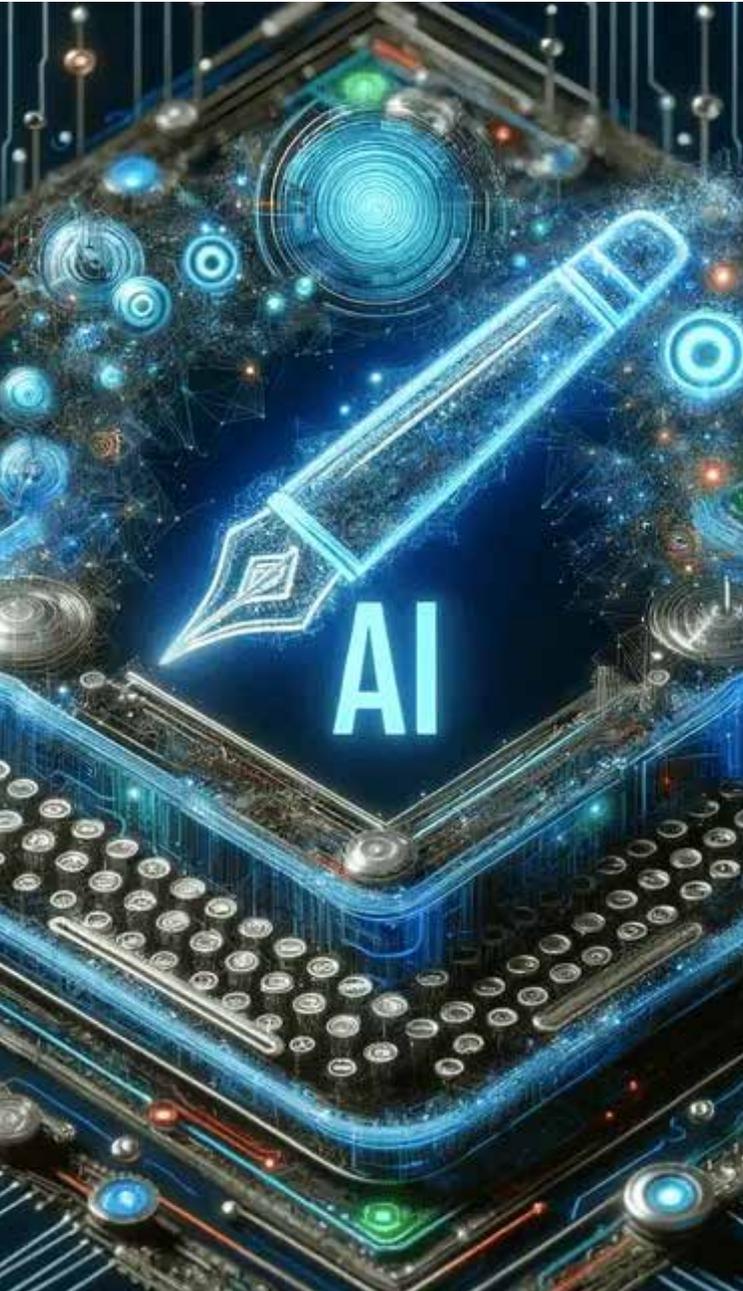


Loss Of Client Trust



Internal Policy Breaches





HOW TO USE AI SAFELY IN YOUR BUSINESS



Use AI for tone, grammar, or idea generation only.



Never enter names, pricing, contracts, or internal documents.



Use approved, enterprise AI tools with privacy controls.



If in doubt – leave it out. Better safe than sorry.

AND NOW, THERE'S A BETTER WAY TO USE AI IT'S CALLED **WEBFOX-AI**

Built specifically for Kiwi businesses,
Webfox-AI is your very own intelligent
assistant – without the risk of other platforms.

For more about **Webfox-AI** visit webfox.nz/webfox-ai
Or contact James Simmonds **021 526 370** / james@webfox.co.nz



Private & Secure



Trained On Your Data



No 3rd-Party Access



Smarter For Workflow



We've also put together an **AI Usage Guide / Policy Statement**

A simple, practical, clear and easy to implement pdf **FOR YOUR STAFF** so they, and your business, can stay safe while using AI at work.



**Download the FREE resource:
AI Usage Guide for Staff**



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