

Safe Use of Generative AI at Work

Simple rules so staff get the benefit of AI without exposing data

1. Approved Tools Only

- ☐ Approved tool list agreed and published
- ☐ Business accounts used, not personal ones
- ☐ Training on your data switched off where possible
- ☐ Data storage location checked (UK GDPR)
- ☐ Route to request a new tool known to staff



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2. Keep Data Out of Prompts

- ☐ No customer personal data
- ☐ No employee, payroll or HR data
- ☐ No passwords, keys or security details
- ☐ No contracts, pricing or unreleased plans
- ☐ Real names and figures anonymised
- ☐ When in doubt, leave it out

4. Check Before You Use or Send

- ☐ Treated as a draft, not a finished product
- ☐ Quotations checked against originals
- ☐ Specialist review for high-risk content

5. Report and Review

- ☐ Named person or inbox for AI questions
- ☐ Data entered in error reported the same day
- ☐ Conversation deleted where the tool allows
- ☐ Tool list and rules reviewed every few months

3. Acceptable Use

- ☐ Drafting, summarising, brainstorming — fine
- ☐ Customer-facing text — check first
- ☐ Legal, HR or safety advice — specialist only
- ☐ Client contract AI restrictions checked
- ☐ AI use disclosed where it matters
- ☐ Facts, figures and links verified
- ☐ Knowledge cut-off / out-of-date info considered
- ☐ Final wording sounds like your business

Anything typed into an AI tool leaves your control — treat a prompt like an email to an outside company.

Make the safe route the easy route.

IT Club

Technology Intelligence — Plain-English guidance for business owners

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