

Your *one page* AI policy.

Fill in the blanks. Print it. Sign it. Tell people it exists. That is a policy, and it is more than most businesses your size have today.

START HERE, BECAUSE EVERYTHING ELSE DEPENDS ON IT

Nobody uses a personal AI account for work. If the business has not paid for the tool and agreed terms with the supplier, it is not an approved tool, and nothing about this business, its customers or its staff goes into it. Every rule below assumes this one is being followed.

01 Our approved tools

TOOL	WHAT WE USE IT FOR	WHO PAYS

Anything not on this list needs asking first. Two or three tools is plenty.

02 Who owns this

NAME	ROLE

HOW TO REACH THEM

A person, not "management". They approve new tools and answer the awkward questions.

03 Never paste this into any AI tool

- ☐ Customer or client names, addresses and phone numbers
- ☐ Card, bank or payment details
- ☐ Staff records, payroll, sick notes, grievances
- ☐ Medical or safeguarding information
- ☐ Anything covered by an NDA or a confidentiality clause
- ☐ Supplier pricing, margins and contract terms
- ☐ Passwords, logins and API keys

ALSO BANNED IN THIS BUSINESS

04 Before anything leaves the business

- ☐ A named human reads it and can explain it
Quotes, contracts, customer emails, anything with a price or a promise in it.
- ☐ Every number, name and date is checked against the source
Invented figures and plausible citations are the classic failure.
- ☐ No AI only decisions about people
Hiring, discipline, performance, shifts. A human decides and can say why.

WHO SIGNS OFF

05 Settings we have actually checked

- ☐ Model training turned off on every approved tool
Free and paid tiers behave differently. Check each one separately.
- ☐ Screenshot of each setting saved somewhere findable
- ☐ Chat history and retention settings reviewed

CHECKED BY	DATE

06 If something goes in by mistake

OWN UP, DO NOT HIDE IT

- ☐ Stop, do not delete the evidence, screenshot what was sent
- ☐ Tell the owner of this policy the same day
- ☐ Delete the conversation and the account data if the tool allows it
- ☐ Write down what went in, when, and who was affected

TELL THIS PERSON FIRST

If real people's data was involved this may be a reportable breach. Take advice the same day.

07 / 08 • People and dates

FIRST PORT OF CALL	OUR CHAMPION	SIGNED / DATE	NEXT REVIEW (3 MONTHS)