SafeDaTech

Responsible AI

AI do's and don'ts for staff

A one page guide to print or share with staff on using ChatGPT, Gemini, Copilot and similar tools safely at work.

AI tools can save time on drafting, summarising and analysis. Used carelessly, they can expose personal data, leak confidential information and spread mistakes. Follow these rules.

Do

- **Use approved tools only.** Use the AI tools and accounts your organisation has approved, not personal accounts.
- **Remove personal details first.** Replace names, ID numbers, phone numbers and account details with placeholders such as “Customer A”.
- **Check everything.** AI can be confidently wrong. Verify facts, figures, quotes and references before you rely on them.
- **Stay responsible.** You are accountable for anything you send or publish, whether or not AI helped.
- **Keep a person in charge of decisions about people.** AI may assist, but a person decides on hiring, lending, services and discipline.
- **Ask when unsure.** Speak to [name or role] before using AI for something new.

Don’t

- **Paste records about people.** Never enter customer, patient, student, beneficiary or staff records into a public AI tool.
- **Share confidential material.** Contracts, financial results, strategy, passwords and security details stay out of AI tools.
- **Publish without reading.** Never send or publish AI output you have not read and checked.
- **Hide AI use where it matters.** Tell people when content they rely on was drafted with AI.
- **Upload other people’s work** without the right to use it.

The quick test

Before you paste anything into an AI tool, ask: would I be comfortable if this appeared on the front page of a newspaper with our name on it? If not, do not paste it.

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