

TEAM AI SAFETY · PRINT & POST

# Can I paste this into ChatGPT?

A 5-second gut check before you drop anything into a public AI tool. When in doubt, don't — ask first.

## ● STOP — NEVER PASTE

Customer or employee personal data · passwords, keys & logins · financials that aren't public · source code · contracts & legal docs · health records · **anything under an NDA.**

## ● PAUSE — STRIP & CHECK

Internal docs, strategy, client names, unpublished numbers. Remove the identifying details first — or use an **approved company AI tool**, not a personal free account.

## ● GO — YOU'RE GOOD

Public information · general how-to questions · your own draft writing · brainstorming with **no confidential specifics** attached.

### THE ONE RULE TO REMEMBER

**If it would embarrass us on the front page — or in a lawsuit — it doesn't go in a public AI tool.**



#### Learn more

Scan for the full plain-English guide.  
[insidepartners.ai/ai-data-safety](https://insidepartners.ai/ai-data-safety)