

Is it safe to put this in?

DO TODAY

Find out, today, whether your employer has a written rule about AI tools.

Search your intranet for "AI", then "Copilot", then "ChatGPT". If you find nothing in ten minutes, send one email to your line manager asking whether there is a policy, and keep the reply.

THE STEPS, IN BRIEF

- 1 Take one real thing you were about to paste in.
- 2 Read it and ask: is there a living person in here who could be worked out?
- 3 Ask: is this mine to share?
- 4 Ask the newspaper question: if this exact text appeared in a news story tomorrow with your name attached to it, would you be comfortable?
- 5 Now check which tool it is going into.
- 6 Read what the supplier actually says about the work tool, rather than what you have heard.
- 7 Decide, using this order.
- 8 If the answer was no, try taking the person out instead of giving up.

WHERE IT USUALLY GOES WRONG

You cannot find out whether your employer has a rule.

Ask the person who sent the email announcing the tool.

The tool is approved, so you assume the data is approved.

These are two separate decisions and they are often made by two different people.

WHAT HAPPENED

ONE THING TO TRY NEXT

What AI at work actually means — 8 minutes.

howtobedigital.com/learn/ai/what-ai-at-work-actually-means/