FLUXLABS

WALL POSTER · AI AT WORK

Use AI. Protect what's private.

AI can save you hours. Anything you type into it may be kept, so follow these rules every time.

Do

- Use the AI tools your business has approved
- Remove names and account numbers before you paste
- Check every fact, number and date it gives you
- Read and edit a draft before you send it
- Say when a document was written with AI help, if your rules ask you to
- Ask your manager or IT support when you're not sure

Don't

- Paste client, patient or employee information into free AI websites
- Type passwords, bank details or codes into any AI tool
- Upload contracts, records or files you wouldn't email to a stranger
- Let AI send emails or make decisions for you
- Trust links, quotes or sources it gives without checking them
- Sign up for a new AI tool with your work email without asking

Typed something you shouldn't have?

Tell your manager and call your IT support right away. Owning it fast is always the right call, and they can often have it deleted.

Free from Flux Labs, IT support for local businesses.
(850) 250-5590 · fluxlabs.net/guides

AI set up safely for your business