What's safe to share *with AI*

ChatGPT, Claude, Gemini, and Meta AI can save your team real time. This one-page guide helps you decide what to paste in, what to keep out, and what to clean up first.

The simple rule: treat a chat with AI like an email to someone outside your business. If you wouldn't send it to a stranger, don't paste it in.

USUALLY FINE

- [ ] Anything already public: your website text, menus, published prices, job posts
- [ ] Your own drafts, with names and details taken out
- [ ] General questions, like "How do I write a polite payment reminder?"
- [ ] Made-up examples, like "Customer A" instead of a real name

KEEP OUT

- [ ] Passwords, logins, and access codes
- [ ] Card, bank, and Social Security numbers
- [ ] Health or medical details about anyone
- [ ] Customer or employee details: full names with addresses, phone numbers, or birth dates
- [ ] Contracts, client files, or anything you agreed to keep private

CLEAN IT UP FIRST

- [ ] **Customer emails:** replace names, emails, and order numbers before you paste them in.
- [ ] **Spreadsheets:** delete columns with personal details, or share only totals.
- [ ] **Meeting notes:** remove names and anything confidential, then ask for the summary and to-dos.

1 Check your settings

On free and personal plans, your chats may be used to improve the AI unless you turn that off. Look in your account's settings for data or privacy controls. In ChatGPT, it's under Data controls. In Claude, it's under Privacy. In Gemini, look for your activity settings. Business and team plans usually don't use your chats this way by default, but check your plan's terms.

2 Check what comes back

AI can sound sure and still be wrong. Check names, numbers, prices, dates, and anything legal before you send or post it. You're the one responsible for what goes out.

3 Agree on a team rule

Write down which AI tools your team may use, what never goes in, and who to ask when unsure. One short page is enough, and it saves a lot of guessing.

Want help getting started?

I'm Alexandria Cuellar, and I run Auva Studio, a Hudson Valley studio for websites, automation, AI, and AR. I use AI tools in my own work every day.

- **1-on-1 AI Session, $150:** 90 minutes, just you and me, working on your own tasks in the AI tool you choose. We set up your account's settings together, and you keep your saved prompts.

Book at auvastudio.com/automation-ai-projects/ai, or email hello@auvastudio.com

AI tools change their settings and screens often, so a menu may have a slightly different name than the one here. This guide is general advice, not legal advice. If your work has its own privacy rules, like health or legal records, those come first.