

Module 7 - Safe & Legal

Before I paste anything in

- Is there any personal or confidential data? If yes, anonymise first.
- UK GDPR applies to data you paste into AI - treat it like any data use.
- Am I using a tool my employer has approved?

Accountability

- I am accountable for AI output I send - not the vendor.
- A human verifies before anything goes to a client.
- AI never decides who to hire, fire or how to price.

No policy yet?

- Be conservative, use approved tools only, and raise the need for a policy.
- If a client asks, be honest that AI assisted and a human verified.