Our AI use policy

AskGeeks

Fill in the blanks, print and share with the team.

01 Approved tools

- [ ] Tools we use: _____
- [ ] Plan and data settings checked by: _____
- [ ] New tools need approval from: _____

02 Never paste

- [ ] Passwords or logins
- [ ] Card, bank or ID numbers
- [ ] Health information
- [ ] Other people’s personal data, unless approved
- [ ] Confidential contracts

03 Always

- [ ] Check facts, prices, names and dates
- [ ] Read every AI draft before a customer sees it
- [ ] Remove details the task does not need

04 Not allowed

- [ ] AI decisions about hiring, firing or credit
- [ ] AI images of real people
- [ ] Passing off AI text as professional advice

05 Questions

- [ ] Ask: _____
- [ ] Policy reviewed every six months

Download it again
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Full template and notes: askgeeks.com/guides/ai-policy-for-small-business