Using AI safely at work

AskGeeks

A quick do and don't list for the whole team.

Do

- ✓ Use the plan your business approved
- ✓ Turn off training on your data
- ✓ Give the AI your facts to work from
- ✓ Check every number and name
- ✓ Say "I am not sure" when it is unsure
- ✓ Keep a person in charge of what is sent

Don't

- ✗ Paste passwords or card numbers
- ✗ Paste customer data into personal accounts
- ✗ Trust citations without opening them
- ✗ Let AI make decisions about people
- ✗ Publish drafts without reading them
- ✗ Use AI for allergy, legal or medical advice

Download it again
askgeeks.com

Sources: Written by AskGeeks editors; check your own tools' data settings and your company policy. Checked October 2026.
More: askgeeks.com/guides/keeping-customer-data-safe-with-ai