

Safe AI Use Policy

A one-page policy you can adapt and share with your team today.

Approved tools

List the AI tools your team is allowed to use:

The golden rule

- ☐ **Never paste confidential or customer data into a public AI tool.** If you wouldn't post it publicly online, don't paste it in.

What you may put in

- ☐ Generic, non-sensitive text (draft marketing, public info)
- ☐ Anything already published or public

What you must NOT put in

- ☐ Customer names, contact details or records
- ☐ Confidential contracts, financials or source code
- ☐ Anything covered by UK GDPR without approval

The rules

- ☐ Use **business/enterprise or purpose-built** tools for anything sensitive
- ☐ A **human checks** any AI output before it's used for real
- ☐ Report any mistake or leak to:

Need AI that's safe with your data?

We build to UK GDPR from day one. blancore.tech