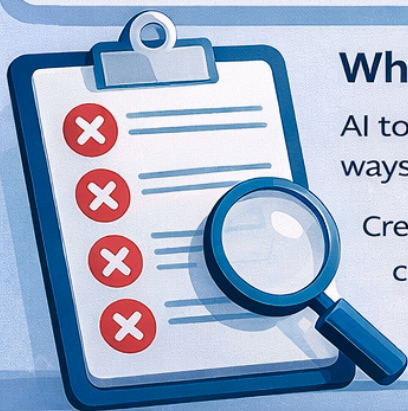




Your AI “Do Not Enter” List

At a minimum, prohibit the following:

-  Client or customer names, email addresses, phone numbers, or other contact details
-  Employee or contractor personal data (including HR information)
-  Financial account numbers, banking details, tax information, or payroll data
-  Confidential client materials, work product, or drafts based on non-public client information
-  Information protected by a nondisclosure agreement (NDA)
-  Information protected by attorney-client privilege or other professional confidentiality obligations
-  Any information you would not feel comfortable posting publicly
-  Attachments that contain any of the above.



Why This Matters

AI tools can store, process, or transmit information in ways that are not always visible to users.

Creating a clear “do not enter” list reduces privacy, confidentiality, and insurance risk — even for careful and responsible users.

NOT INTENDED AS LEGAL ADVICE
FOR EDUCATIONAL PURPOSES ONLY

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