TEMPLATE · THE ONE-PAGE AI RULE

AI in our team

So everyone knows what's OK and what isn't.

BUSINESS _____ VALID FROM (DATE) _____ VERSION _____

1 These tools are allowed:

for example ChatGPT or Claude

TOOL	ALLOWED FOR

☐ Company accounts only, no private logins

2 This data never goes in:

for example customer names, account numbers

☐ Customer names and contact details
☐ Employee data
☐ Passwords and login details
☐ Bank account and payment details
☐ Contracts and trade secrets
☐ Health data

Also: _____

3 Someone checks before it goes out:

before anything goes to a customer

☐ Emails and letters to customers
☐ Texts and images for website and social media
☐ Quotes and invoices

Checked by: _____

4 Ask here about anything new:

who decides on new tools

Name: _____ **Reachable via:** _____

HOW TO USE THIS PAGE

1 Print it. 2 Add the date. 3 Hang it up.

If a tool changes: update the line, set a new date.

DISCUSSED WITH THE TEAM ON _____

NEXT REVIEW ON _____

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Sets out how your team uses AI. Doesn't replace a measure on AI literacy under Art. 4 of the EU AI Act, such as training.

Where AI could help your business:
Free business check · check.osai.solutions (in German)