

GENERATIVE

# AI Cheat Sheet

## HOW TO KEEP YOUR SENSITIVE INFORMATION SAFE



### Be careful what you put in

When using generative AI technology, you typically have to provide some input — a **text prompt, document, image, etc.** What you enter may be used to continue to develop and train the tool. So, your input could even end up as someone else's output.

**Don't provide PII, sensitive data, proprietary information — anything you wouldn't want to be shared publicly.**



### Check for accuracy

AI tools get things wrong and can even “hallucinate.” Make sure to **check the accuracy of the output you're using before moving forward.**



### Be mindful of what you get out

Make sure you understand how your output can and cannot be used. Can an image created be used in your next advertising campaign? Can code generated be used by your development team?

**When in doubt, check with your legal team.**



### Create rules

**Assemble your stakeholders** — HR, Legal, IT, and Security. This group should define the policies and procedures for using GAI within your company: Who can use it? When can it be used? What can be used as an input? How can the output be used?

**Provide explicit guidance in your Acceptable Use Policy and make sure to communicate and train your employees.**

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