AI Safety & Privacy Checklist

A one-page reminder to protect yourself while you use AI

You do not have to memorize every rule.

Use this checklist as a simple reminder of the most important safety and privacy habits when you use chat-based AI tools.

Before you start a new session, or any time something feels off, scan down this page and make sure you are comfortable with your choices.

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1. Personal details I will NOT share

☐ I will not type my full legal name unless I truly need to.

☐ I will not type my full home address.

☐ I will not type my full Social Security Number.

☐ I will not type my full bank account or credit card numbers.

☐ I will not type my passwords or login codes.

☐ I will not upload documents that contain very private information unless I have removed or covered those details.

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2. Money, payments, and "too good to be true" offers

☐ I will not send money or gifts just because a message from AI suggests it.

☐ I will double-check any payment request with a trusted person or official website.

☐ I will be careful with offers that sound too good to be true.

☐ I will watch out for anyone trying to rush me or pressure me into a fast decision.

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3. Health, legal, and other serious topics

☐ I understand that AI is not a doctor, lawyer, or financial advisor.

☐ I will not make big health or legal decisions based only on AI.

☐ I will use AI to help me find questions to ask a real professional, not to replace them.

☐ If I feel worried or scared by something AI says, I will stop and talk to a real person I trust.

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4. Checking answers instead of trusting everything

☐ I remember that AI can be wrong, even when it sounds confident.

☐ I will double-check important facts with another source.

☐ I will look for at least one other website or document when something matters a lot to me.

☐ If something looks strange or unfair, I will ask AI to explain that answer.

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5. Scams, fake links, and strange messages

☐ I will be careful about clicking links, especially if they are shortened or look unusual.

☐ I will never type in my password because of a random link in a chat.

☐ If a message asks for money, gift cards, or secret codes, I will treat it as suspicious.

☐ I will close the tab or app if something feels wrong and come back later through the official website.

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6. My comfort level and "stop" button

☐ I know I can close the app or tab at any time if I feel uneasy.

☐ I will take a break if I start feeling upset, confused, or overwhelmed.

☐ I will remind myself that I am in charge of the conversation, not the tool.

☐ I will talk with a trusted friend or family member if I have worries about what I see.

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7. Simple habits to protect my privacy

☐ I understand where my chats are saved and who can see them.

☐ If the tool offers a way to turn off training on my chats, I will decide whether I want to use it.

☐ I will sign out of my account on shared computers when I am finished.

☐ I will keep my email and device passwords in a safe place, not inside an AI chat.

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