



What never to put into artificial intelligence (AI)



A one-page privacy reminder to keep nearby

Never type, paste, or upload these into an AI tool

- Social Security numbers - yours or anyone else's.
- Medicare or health-insurance identification numbers.
- Bank account, credit card, or investment account numbers.
- Passwords, personal identification numbers, or security codes, including codes texted to you.
- Secret computer-service codes, such as application programming interface (API) keys or access tokens.
- Tax documents with identifying information.
- Full medical records with names, birth dates, or account numbers.
- Legal documents with names and sensitive facts.
- Private information about someone else's health, finances, or troubles.
- Photographs of identification documents, insurance cards, checks, or financial statements.

Ask the same question in general terms

Instead of pasting the letter: "A Medicare notice says X. What does that usually mean?"

Instead of the lab report: "What questions should I ask my doctor about a cholesterol result that is a bit high?"

Instead of names and numbers: Summarize the situation. Leave out who; keep what you want to ask.

Instead of the contract: "What should someone watch for in a home repair contract?"

Ask in general terms. Remove names and numbers. Summarize instead of pasting.