

AI Usage Rules Checklist

First review of AI usage rules in your organization

Use this checklist to quickly check whether your company has basic rules for using tools such as ChatGPT, Microsoft Copilot, Gemini, Claude, Midjourney or other AI systems. This document is not legal advice, but it helps collect the information needed to organize the process.

1. AI tools

- List AI tools used by the team, including informal use.
- Assign a business or technical owner to each tool.
- Record main use cases: text, code, data analysis, customer support, graphics, HR, sales.

2. Data and restrictions

- Define which data must not be entered into AI tools.
- Mark cases involving personal data, customer data, trade secrets or source code.
- Check whether the vendor uses data to train models or offers settings to limit such use.

3. Employee rules

- Prepare a short AI usage policy: what is allowed, what is not, and when approval is required.
- Add examples of safe and risky AI use in daily work.
- Name the person or team employees can contact with questions.

4. Confirmations and implementation evidence

- Send employees a clear message with AI usage rules.
- Collect confirmations that employees have read the rules.
- Keep a register of tools, decisions, owners and update dates.

Next step

ClearAIDesk helps maintain an AI tool register, assign rules, send employee communications and collect confirmations.