

Before you tell an AI chatbot.

A checklist of things to keep in mind if you regularly use AI.

ASK YOURSELF FIRST

Would I be okay if a stranger read this?

Is any of it someone else's information? Could I describe it instead of pasting it?

Keep these out

- ☐ **ID numbers**
IRD, NHI, bank account, passport, licence, RealMe, KiwiSaver. **If necessary, use a placeholder like [IRD NUMBER].**
- ☐ **Passwords and codes**
Passwords, PINs, two-factor codes, recovery phrases. **Describe the problem, not the login.**
- ☐ **Work and customer info**
Client files, customer lists, anything confidential. **Check your workplace AI policy.**
- ☐ **Other people's messages**
Texts, emails, group chats. **Describe the situation, leave their words out.**
- ☐ **Health details**
Test results, diagnoses, prescriptions. **Ask general questions; take specifics to your GP.**

Turn off training

Menus change. If yours looks different, see the full guide.

- ☐ **ChatGPT** · Settings > Data controls > Improve the model for everyone
- ☐ **Gemini** · Settings & help > Activity > Turn off
- ☐ **Claude** · Settings > Privacy > model improvement toggle
- ☐ **Copilot** · Profile > Privacy > both training toggles
- ☐ **Meta AI** · Settings > Data controls > Help improve our AI

ALREADY PASTED SOMETHING?

Password: update it now. **Bank or card:** ring your bank. **ID number:** contact the issuer. **Anything else:** delete the chat and ask the provider to delete your data.