

[Your logo]

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Participant handout and action card

[Company name] · [Date]

What I can now do

I can name what our AI tools are useful for and where they can fail.

I can check what data may go into a particular tool and account.

I can check an output before sending it, publishing it or acting on it.

I can recognise when to ask about AI disclosure and tell the right person about a problem.

Seven rules for everyday work

1. Use a tool only for its agreed task and permitted data.
2. Keep personal or confidential data out of tools without written approval.
3. Check facts, sources and numbers against reliable originals.
4. Check for unfair assumptions and missing context.
5. Have a named person review before sending, publishing or acting.
6. Check disclosure and rights before sharing AI-made content.
7. Stop and tell [AI contact] about new tools, mistakes or suspicious requests.

Our tools and permitted data

[Your AI tools] is our inventory of tools in use. Written permissions are in [Approved AI tools]. An inventory entry is not permission.

TOOL AND ACCOUNT	PERMITTED USE	ALLOWED DATA	REQUIRED SETTINGS	APPROVAL REFERENCE
[AI tool name]	[Permitted use]	[Allowed data]	[Required settings]	[Approval reference]

If permission is unclear, pause and ask. Practise with fictional information while decisions are pending.

Prepared by AI Priority Map · aiprioritymap.com/kit

This document is informational and preparatory in character; before relying on it, seek professional review. Current as of 27 September 2026 (content version LIT-EN v1.0).

AI disclosure: this template was prepared with the assistance of AI tools and was checked against the Official Journal text before release; it was not generated for your organisation.

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Our rules: [Policy location]

AI contact: [AI contact] · [AI contact details]

My action card

My task: [My task]

My one action from today: [My action]

Who will help: [Action owner]

By when: [Action due date]

The source or permission I will check: [Check reference]

When something goes wrong

1. Stop the risky action and further sharing.
2. Keep useful details safely: tool, account, time, what happened and who may be affected. Avoid copying sensitive material into another chat.
3. Tell [AI contact] through [Incident route]. For a suspicious payment request, also use the normal finance escalation route.

A familiar voice or urgent message can be misleading. Verify payment changes through a known independent contact.

Desk strip: seven reminders

Tool permission. Data limits. Facts and sources. Fairness. Human review. Disclosure and rights. Report concerns.

[AI contact] · [AI contact details]



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