

# Do's and Don'ts of AI Chatbots

# DATA SECURITY

## DO'S AND DONT'S

- ✓ Use for general research, content drafting, and brainstorming.
- ✓ Ensure sensitive data is anonymized before inputting it.
- ✓ Verify that your data is not being used to re-train the model.
- ✓ Ensure that the model being used is an approved AI model with BELAY's security policies. If unsure, ask.
- ✗ Do not input confidential, personally identifiable, or proprietary company data.
- ✗ Avoid sharing customer or employee details.
- ✗ Do not assume responses are secure or private.
- ✗ Do not integrate these tools with business systems without IT and security approval.
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## ACCURACY & FACT CHECKING

## DO'S AND DONT'S

-  Verify critical information from reliable sources.
-  Cross-check AI-generated content before sharing externally.
-  Use it as a supplement to human expertise, not a replacement.
-  Do not blindly trust all responses— AI can generate incorrect or outdated information.
-  Avoid using AI-generated content for legal, financial, or contractual decisions without expert review.

## ETHICAL USE

## DO'S AND DONT'S

- ✓ Ensure AI-generated content aligns with company values and ethics.
- ✓ Be transparent when AI is involved in communications.
- ✗ Do not use AI to generate misleading or deceptive content.
- ✗ Avoid using AI to manipulate or misrepresent information.
- ✗ Avoid excessive AI automation that reduces necessary human oversight.

## PRODUCTIVITY & COLLABORATION

## DO'S AND DONT'S

- ✓ Use for drafting emails, summarizing documents, and generating ideas.
- ✗ Do not over-rely on AI for tasks requiring human judgment.
- ✗ Avoid replacing essential human interactions with AI-generated responses.

