



Use AI Wisely



Protect Information



Take Responsibility

**1**

Using AI via Web Browser

(Allowed Web-Based AI)

General AI (Popular AI Chatbots)



ChatGPT



Gemini



Claude

Microsoft
Copilot

Perplexity

Specialized AI Tools



Canva AI

Adobe
Firefly

Grammarly



DeepL



Poe

Midjourney
(Web)

Copy.ai



Use AI tools with caution and good judgement.

2

Be Cautious with the Data You Use

(Sensitive Data Protection)

Never input the following sensitive data into any AI, whether **Free** or **Paid**.



Source Code



Personal Data



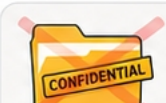
Customer Data



Password



Secret / API Key



Trade Secret



AI may store, process, or use your data to provide services.

Do not input any confidential information.**3**

AI Application Installation

(Use Only Authorized Applications)

Unauthorized Applications



Local LLM

Standalone AI
Applications

AI Browser Extensions

Any AI Application
Not Approved by the
Organization

Approved Applications

Microsoft Copilot
Enterprise

Claude Enterprise

Requires Manager Approval
and Installation by
IT Only**4**

Quick Compliance Checklist

Use AI via
Web BrowserYou may use
individual accountsEnterprise use
requires approval
from ITDo not install
AI applications
without approvalDo not upload
sensitive or confidential
data to AIVerify AI results
before using
or sharingYou are responsible
for data and content
generated by AIAI-generated content
must be reviewed
before useDo not use AI
to make critical
decisionsWhen in doubt about using data with AI,
please contact IT Helpdesk or Information Security.IT Helpdesk
it.helpdesk@cpaxtra.comInformation Security
security@cpaxtra.comSecure
Protect our dataResponsible
Use with careReliable
Trust and verify