



The 3-Line AI-Use Policy

Print it. Pin it on the noticeboard. Done.

Most "AI policies" are 14-page Word documents nobody reads. This one is 3 sentences. It works because it is specific, enforceable, and about behaviour — not technology.

THE POLICY

- 1** Customer data, designs, financials, and supplier rates do not go into ChatGPT, Claude, Gemini, Copilot, or any AI tool — paid or free, personal account or company account.
- 2** If you need an AI tool for your work, ask the IT-of-one (insert their name and number here) before you use it the first time.
- 3** If you accidentally pasted something you should not have, tell your manager within 24 hours. No penalty for honest mistakes — real penalty for hiding them.

Why These 3 Lines

Public AI tools store everything you paste. That data may be used to train the next model, or be retrievable by others. For your business this means: the customer master pasted into ChatGPT to "draft a follow-up email" can resurface in a competitor's prompt six months later. The 3 lines above prevent the 95 per cent case without banning AI entirely.

When You Need More

For higher-stakes deployment — sales teams using AI for outreach, finance teams using AI for analysis — ask Sirius Star about enterprise AI policy templates. This 3-line version is the non-negotiable baseline.