

Shadow AI Starter Register

Five questions that make informal use visible

1 Business task

2 Tool and account

3 Information

4 Output or action

5 Human owner

Start with the use

Record the job and the route before choosing a control.

1 Which business task?

Name one narrow job, such as drafting a follow-up email from approved notes.

Avoid broad labels such as admin or marketing.

2 Which tool and account?

Record the product and the account type: personal, free, business-managed or API-based.

If ownership or settings are unclear, record that uncertainty.

Classify the information

Record the class, not the content itself.

Public

Published or intended for public use

Internal non-sensitive

Routine business material approved for the tool

Personal

Information relating to an identifiable person

Client confidential

Material protected by client confidence or contract

Commercially sensitive

Pricing, negotiations, strategy or restricted terms

Pause when the route is unclear

Check the tool, plan and settings before adding business information.

Record the output or action

The control depends on what happens after the AI produces an answer.

Draft for review

A person checks the result before anyone uses, sends or stores it.

- Draft wording
- Summary
- Comparison
- Checklist

Stronger controls

A tool can send, write, update or trigger another system.

- Send a message
- Create a record
- Write a file
- Trigger a system

Write down the furthest action the tool can take

Do not stop at the visible answer if the tool can act on records, files, messages or connected systems.

Name the human owner

One named person should own the use and its review.

1

Checks the output

Verifies facts, context, tone and confidentiality.

2

Approves any action

Decides whether a message, record or system change may proceed.

3

Reviews continued use

Confirms that the task, tool and information remain suitable.

No owner? Stop before expanding the use.

Assign responsibility before the task reaches more people, data or systems.

Record one current use

Complete one row for each use. Record classifications, not private prompts or source content.

Business task	
Tool and account	
Information class	
Output or action	
Human owner	
Status	Approved / Review / Stop pending review
Next control	

Next: confirm the route before writing the instruction

Use the Safer AI Instruction Card after the task, tool and information are suitable.