

Safer AI Instruction Card

A 60-second check before using AI for business work



Use this before a team member asks an AI tool to help with real business work. It is a lightweight guardrail for everyday drafting, summarising, comparison and review support.

1. Input	2. Output	3. Review
What information may go into this tool? Use public, approved, anonymised or non-sensitive material only.	What is the AI allowed to produce? Keep it to drafts, summaries, comparisons, checklists and questions.	What must a person check before using it? Check facts, names, dates, commitments, tone and confidentiality.

Pause before pasting: passwords, keys, credentials, sensitive personal data, HR issues, legal or financial matters, confidential client material, commercial terms or anything the chosen tool is not approved to process.

Copyable Safer Prompt Pattern

Use only the information I provide.
Treat the result as a draft.
Do not invent missing facts, decisions, dates, owners, quotes or approvals.
Mark uncertain points as "not stated" or "needs review".
Do not make final decisions or suggest sending, storing or updating anything without human review.
End with a checklist of what I should verify before using the output.

The 60-Second Team Check

1. Is this the right tool for the information involved?
2. Is the task narrow enough to check?
3. Have we removed unnecessary sensitive detail?
4. Does the instruction say what the AI must not do?
5. Does one person own the final review?

Usage note: This card supports low-risk everyday AI use. Use it alongside your organisation's AI policy, data protection review, confidentiality obligations and professional advice.