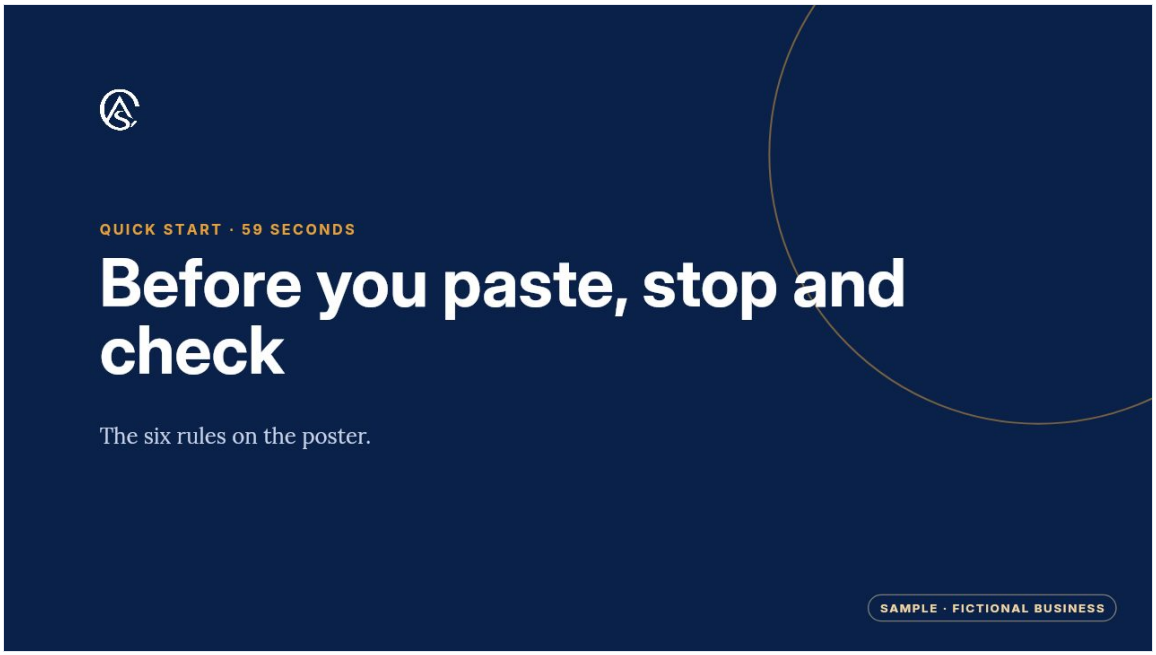
SAFE AI KIT · QUICK START

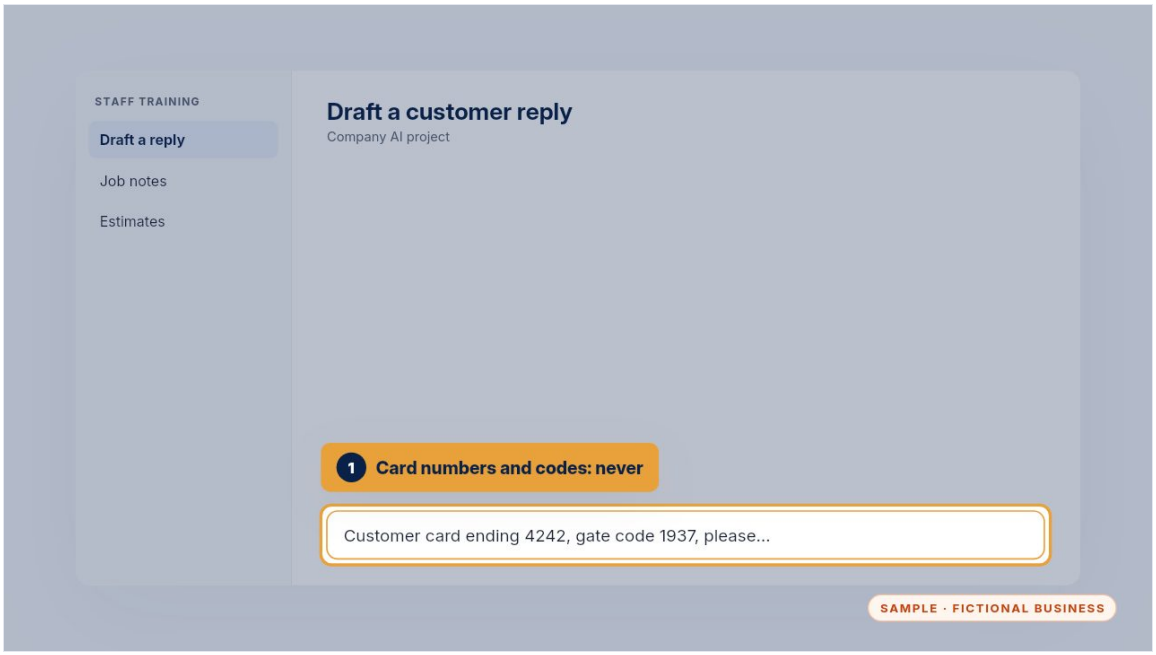
# Before you paste: the 6 rules

The six things that never go into an AI tool, and what to do instead.

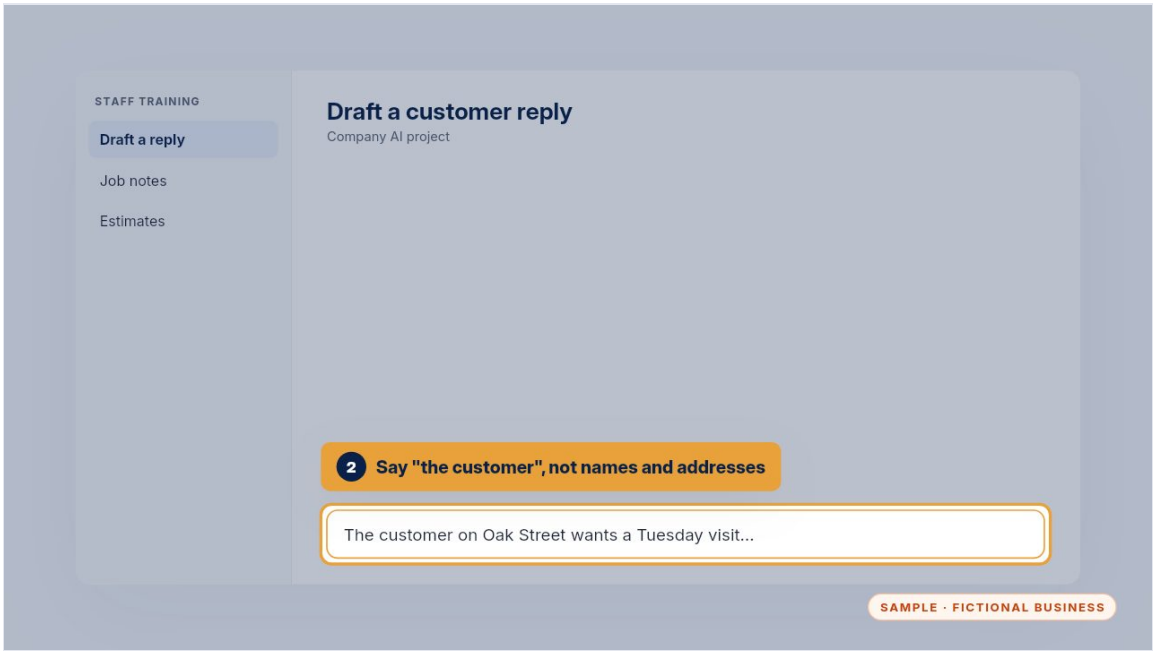
Watch the narrated video: https://openarmsolutions.com/guides/safe-ai-kit/before-you-paste



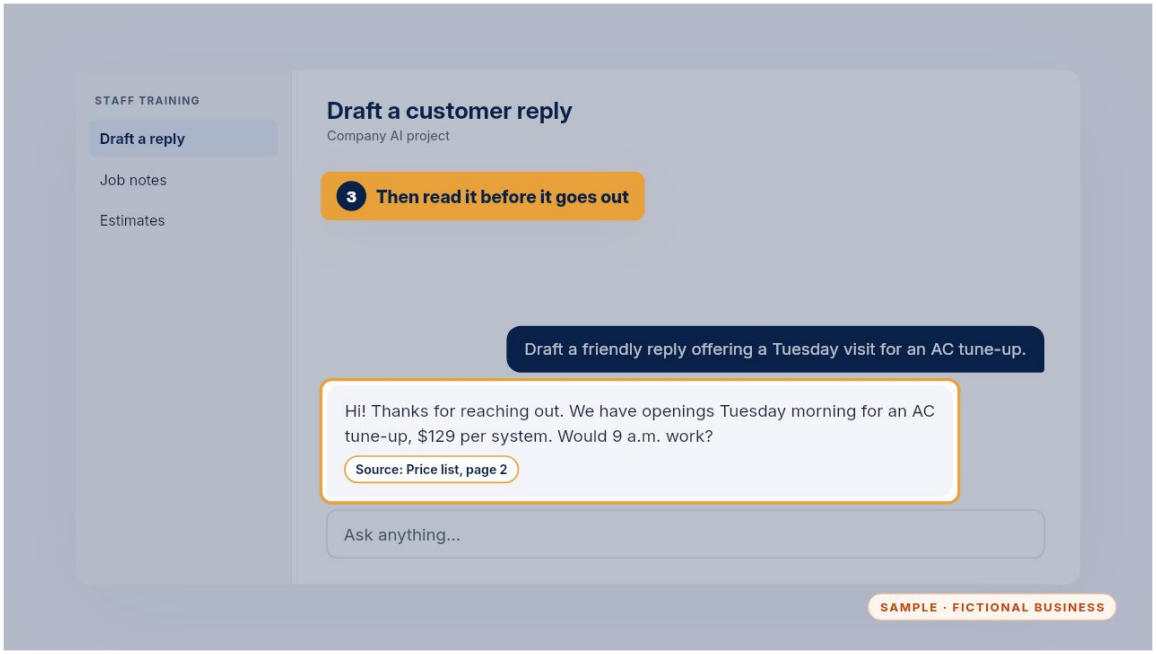

1. Before you paste anything into an AI tool, stop and check these six rules. They take ten seconds, and they're the same rules on the poster.



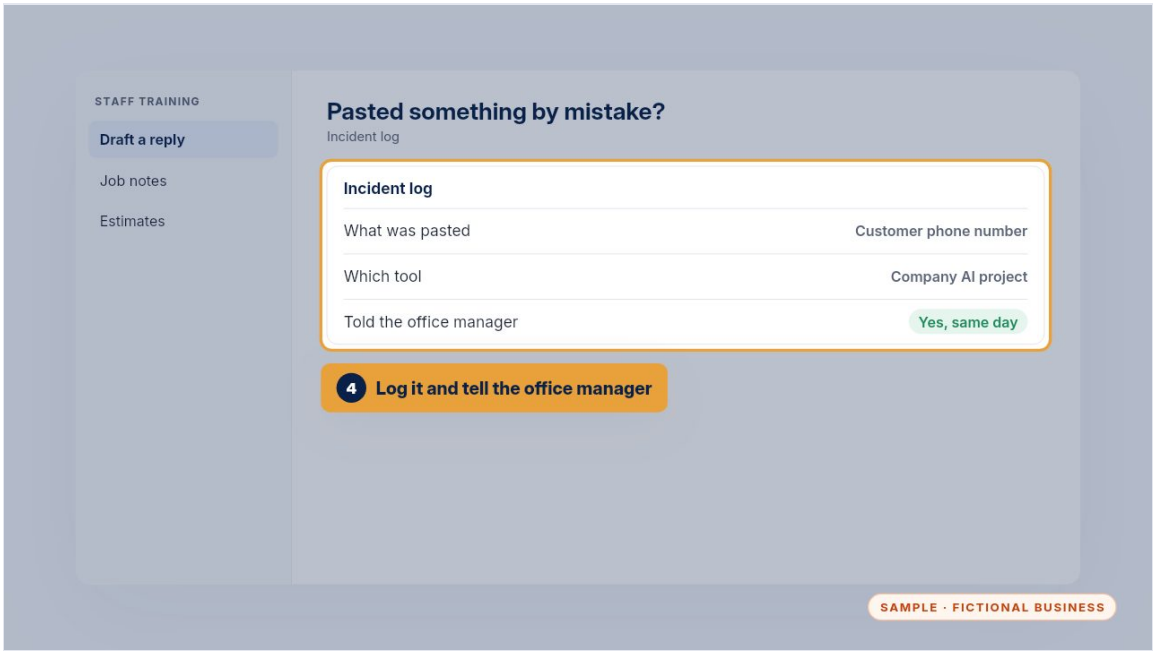

**2** Card numbers, bank details and gate or alarm codes never go in. Not even part of one. The AI doesn't need them to write a reply or an estimate.



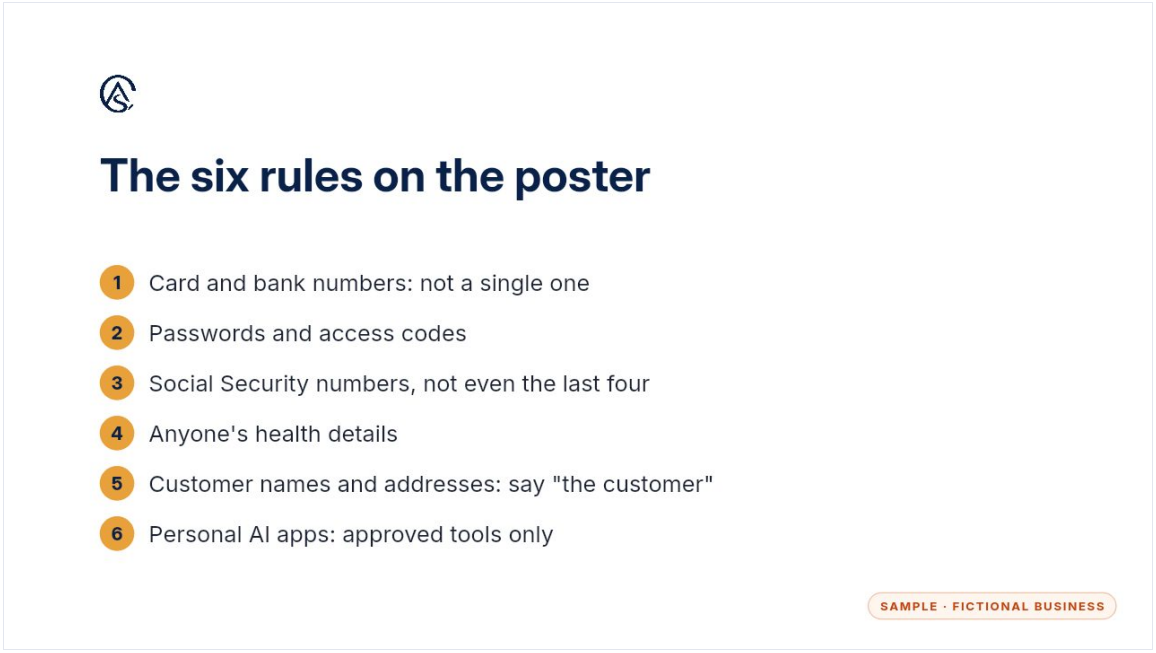

**3** Write about the customer, not their name and address. The AI doesn't need either to help you. Say the customer on Tuesday's job, and add the details yourself at the end.




**4** Then read what it wrote before anything goes to a customer. You're the one sending it, so check the price, the date and the tone.




**5** Pasted something by mistake? Log it in the incident log and tell the office manager the same day. Reporting is always the right call, and it takes two minutes.




**6** Check before you paste, keep customers anonymous, and report mistakes. That's the whole rule book, and the poster by your desk has it on one page.