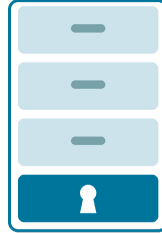


BRIEFING NO. 3

The four kinds of information in your office

Most AI worry comes from treating everything as equally risky. It isn't.



Every piece of information you might hand to an AI tool sits at one of four levels. Sort by level, and the question “is AI safe for this?” mostly answers itself.

LEVEL 1 Public

Nothing about your business in it. General questions, public facts, help with wording, learning something new. **Where:** Any AI tool at all.

LEVEL 2 Internal

Company business, nothing sensitive. Meeting notes, project plans, job descriptions, everyday correspondence. **Where:** A company account — not a personal login.

LEVEL 3 Confidential

Would hurt you if it got out. Financials, customer lists, contracts, pricing, HR files, deals in progress. **Where:** Somewhere you control.

LEVEL 4 Restricted

Protected by law or a promise. Patient records, personal identifiers, legal matters, anything under NDA. **Where:** Somewhere you control — or not with AI at all.

Here's the useful part: Levels 1 and 2 are most of everyone's day, and nothing about them needs to change. The whole discipline is noticing the moment you're about to cross into 3 or 4 — and choosing where that work happens before you paste. Not sure which level something is? Treat it as the higher one. Guessing is the thing this list exists to prevent.

Want to learn more about keeping your data private? Email PrivateAI@sterling.net