DATA PRIVACY DAY | #DPD2025 | JANUARY 28, 2025

PRIVACY AI
IN THE AGE OF

GENERAL RECOMMENDATIONS
FOR MINDFUL USE OF AI TOOLS BY EMPLOYEES

As AI tools become an integral part of the workplace, it's essential to use them responsibly.

This guide provides key recommendations to help employees navigate AI adoption while ensuring data security, compliance, and ethical considerations.

Be mindful of applicable laws and regulations which may contain obligations for AI use in the context of personal information. Violation of legal obligations could result in fines for you/your employer.

HOW? Different laws such as the Digital Personal Data Protection Act, the Information Technology Act, etc. regulate digital technologies. Data protection and security safeguards provided under these and other **applicable laws should be adhered, to avoid non-compliance and imposition of financial penalties by regulators.**

PRIVACY POLICY AND TERMS

Before experimenting with an AI system or tool, vet its privacy policy and terms of use to understand how any data shared with it may be processed.

HOW?

Privacy policies for any credible AI tool contain information about how input data is used by these tools. The privacy policy and terms of use also often highlight customisable settings which can be controlled by the user such as determining if the user's inputs are used for further training of the AI models or not.

Understanding of these policies can help you make an informed decision about the use of AI tools for your work.

Comply with settings and acceptble use policies recommended by your employer to protect against any unwarranted access of data on devices issued by your workplace.

HOW?

Avoid using unapproved third-party AI platforms or services for work-related activities. If using AI agents that can access your desktop, screen, files, etc., check for the privacy settings of the software or tool being used. **When in doubt about the use of AI tools for any work tasks, consult with the organisation's IT team.**

Internally, within departments and teams, disclose when work products are generated with the assistance of AI systems and tools to avoid plagiarism or copyright issues.

HOW? If you use an AI writing tool to help draft a report, disclose this in the document by adding a note.

Exercise caution in sharing AI-generated content with external stakeholder.

HOW?

If an AI tool generates a summary of a meeting, check the content for any personal information such as employee names, contact details, or sensitive feedback before sharing it with clients or external partners. **Always verify that no confidential or sensitive data is unintentionally disclosed.**

Ensure that chatbots or virtual assistants interact with customers in a controlled manner.

HOW? If developing a chatbot for customer service, ensure that the bot is programmed to only collect necessary information (e.g., customer query) and not sensitive data (e.g., financial information) unless explicitly required. **Stick to predefined questions and avoid collecting excess personal data from customers.**

Keep yourself informed of AI-related developments and upskill your abilities.

HOW?

Regularly attend webinars, read articles, or take courses on AI ethics, data privacy to understand new risks, regulatory updates, and security standards. **This will help you use AI tools effectively and responsibly in your workplace.**