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Use AI Like an Auditor

Five habits to protect your small business while new AI oversight laws take shape. Check off each one as you put it in place.

- [ ] **1. Know where your data goes**

  For each AI tool you use, find out whether it stores what you type and whether it trains on it. Check the privacy settings, and note whether your plan is free or business.

- [ ] **2. Keep sensitive information out of free tools**

  No customer details, employee records or financial data in any tool you haven't vetted.

- [ ] **3. Ask your vendors questions**

  When software adds AI features, ask: What model powers it? How is my data protected? Do you have an independent security report (such as a SOC 2) to share?

- [ ] **4. Decide where a human signs off**

  AI can draft. Choose in advance which outputs (quotes, contracts, hiring decisions, customer replies) always get a final review from a person.

- [ ] **5. Write it down**

  Keep a one-page list of the AI tools your team uses, what each is used for, and who approved it. Review it every quarter.

Ready to put these 5 habits in place?

The Small Business AI Safety Kit gives you the policy, staff rules, and checklists. Get it at juliecella.com/start

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