



PRIVATE BY DESIGN

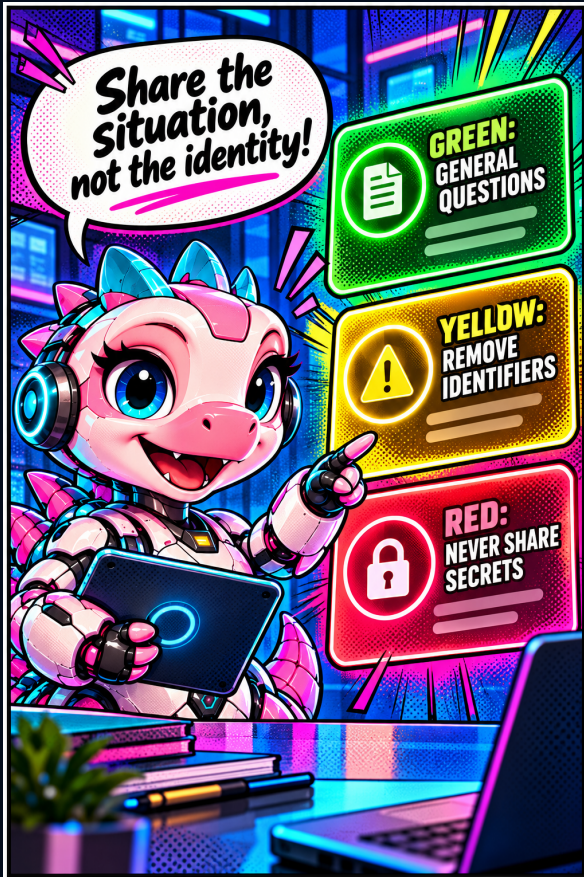
TAMRA SAYS

What should you share with AI?

AIBX COMIC BOOK CHEAT SHEET

Treat AI like a smart stranger.

ChatGPT and Claude can help with personal and professional work. They are not public message boards, but they are not diaries, vaults, or password managers either.



Context is useful. Identity is optional.

Never paste a secret.

Tamra's three-part test

- 1. What is being stored?
Chat history, files, memory, recordings, and logs are separate questions.
- 2. Who can access it?
Your account, teammates, connectors, vendors, and limited safety review may all matter.
- 3. What can the AI do?
Read-only help is different from an agent that can send, buy, change, or publish.

Share the situation, not the identity.

GREEN

General questions

Recipes, drafts, brainstorming, learning, and anonymized scenarios.

YELLOW

Remove identifiers

Health symptoms, budgets, work conflicts, and legal questions without names, employers, addresses, or account numbers.

RED

Keep it out

Passwords, API keys, recovery codes, government IDs, full card numbers, and confidential files.

If the chat leaked with your name attached, would the consequences be acceptable?

Four switches to review

Settings change. Use the names below as your checklist, then confirm the current location in your account.

1

Model improvement

Turning training off is not the same as deleting a chat.

2

Memory

Saved memories and chat history are separate from chat deletion.

3

Temporary or Incognito

Useful for one-off topics, but retention and connector limits still apply.

4

Shared links and connectors

A link or connected account can create a new audience for your data.

Tamra says: use multi-factor authentication, a unique password, and the least access needed for every connector or agent.

For teams: write the rule down.

A one-page AI-use policy is more useful than a thousand warnings. Decide what tools are approved, what data is allowed, and who owns access.

TAMRA'S STARTER POLICY

- Use approved business workspaces for company data.
- Never enter credentials, IDs, payment data, or confidential files into a personal account.
- Remove direct identifiers where they are not needed.
- Check connectors and shared links before use.
- Escalate regulated or contract-restricted data to the data owner.

A business plan is a starting point, not a magic privacy shield.

TAMRA SAYS

Share context. Protect identity.



Read the full guide at aibx.ai/blog/tamra-says-ai-privacy-security

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This guide is educational, not legal, medical, or security advice.