

CENTRAL

GUIDE

The 10-Minute AI Privacy Check Up

Your Essential Safety Checklist

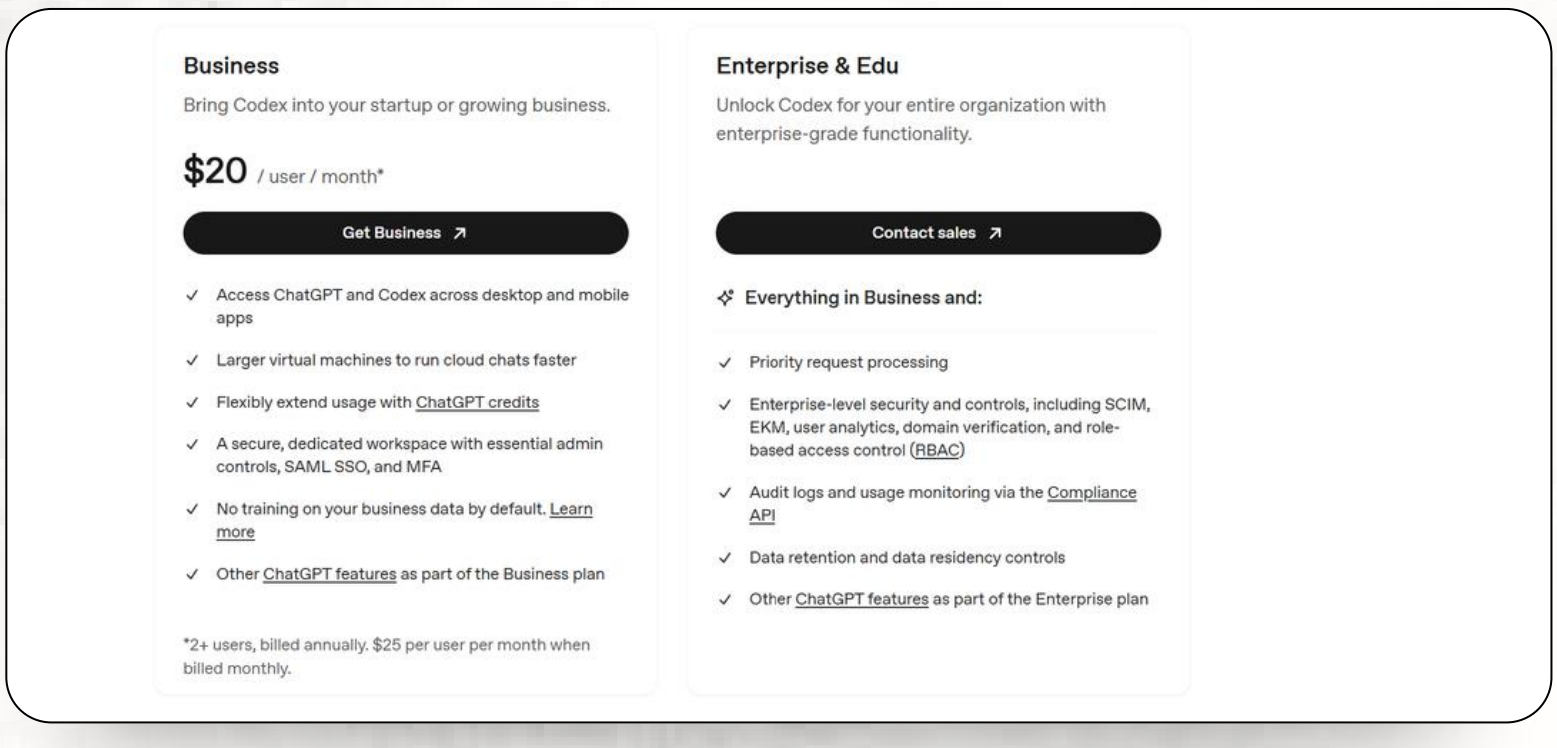
Most people use AI like a search bar

- But every chat is stored, reviewed, and sometimes trained on
- These 10 habits only take a few minutes, and protect everything you type



1 Choose the right plan for work

- **What:** Use a Business plan for work; check seat minimums and data policies
- **Why:** Free and Personal plans often train on your data; Business plans usually don't
- **Goal:** Keep company and client work on a plan that actually protects it



Business

Bring Codex into your startup or growing business.

$20 / user / month*

Get Business ↗

- ✓ Access ChatGPT and Codex across desktop and mobile apps
- ✓ Larger virtual machines to run cloud chats faster
- ✓ Flexibly extend usage with ChatGPT credits
- ✓ A secure, dedicated workspace with essential admin controls, SAML SSO, and MFA
- ✓ No training on your business data by default. Learn more
- ✓ Other ChatGPT features as part of the Business plan

*2+ users, billed annually. $25 per user per month when billed monthly.

Enterprise & Edu

Unlock Codex for your entire organization with enterprise-grade functionality.

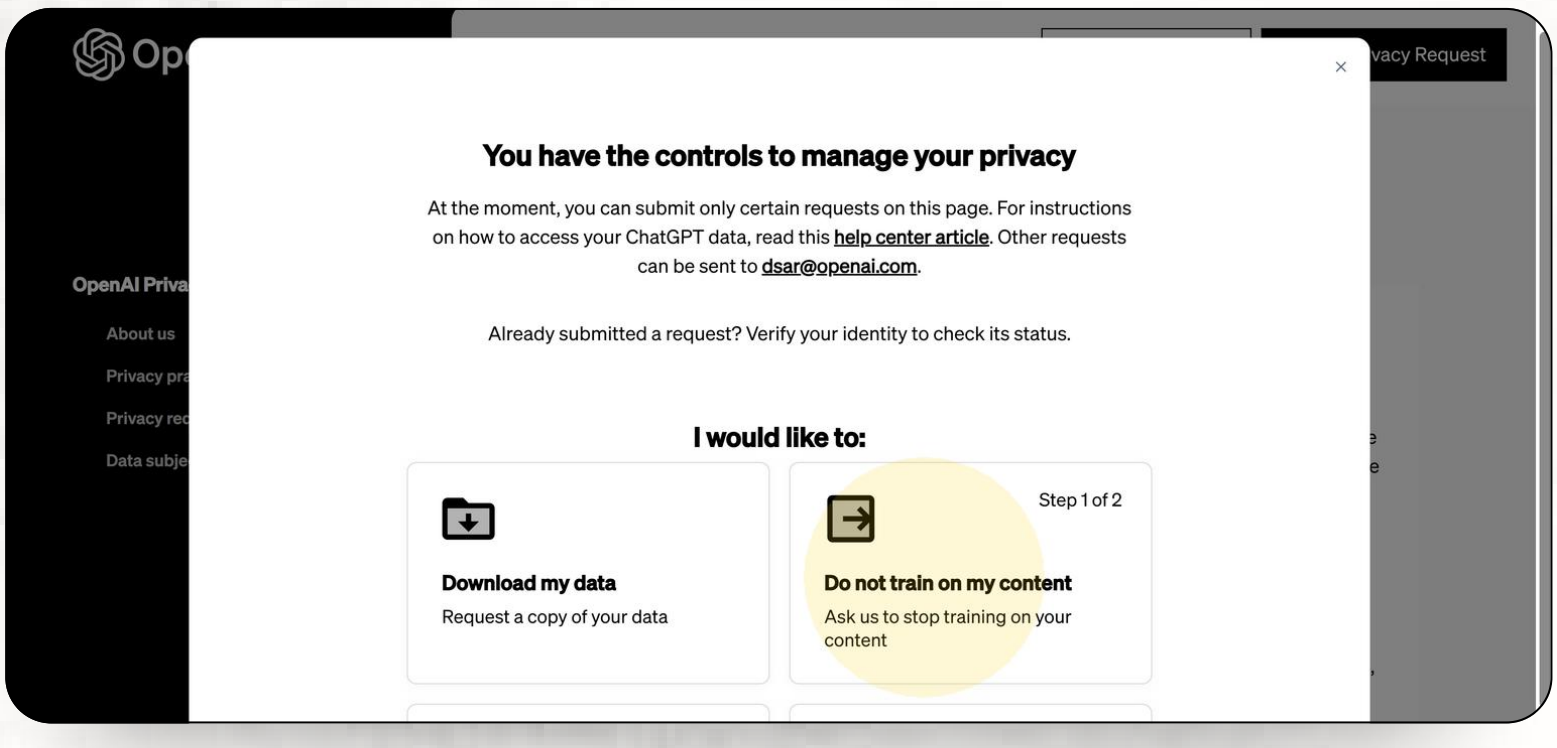
Contact sales ↗

Everything in Business and:

- ✓ Priority request processing
- ✓ Enterprise-level security and controls, including SCIM, EKM, user analytics, domain verification, and role-based access control (RBAC)
- ✓ Audit logs and usage monitoring via the Compliance API
- ✓ Data retention and data residency controls
- ✓ Other ChatGPT features as part of the Enterprise plan

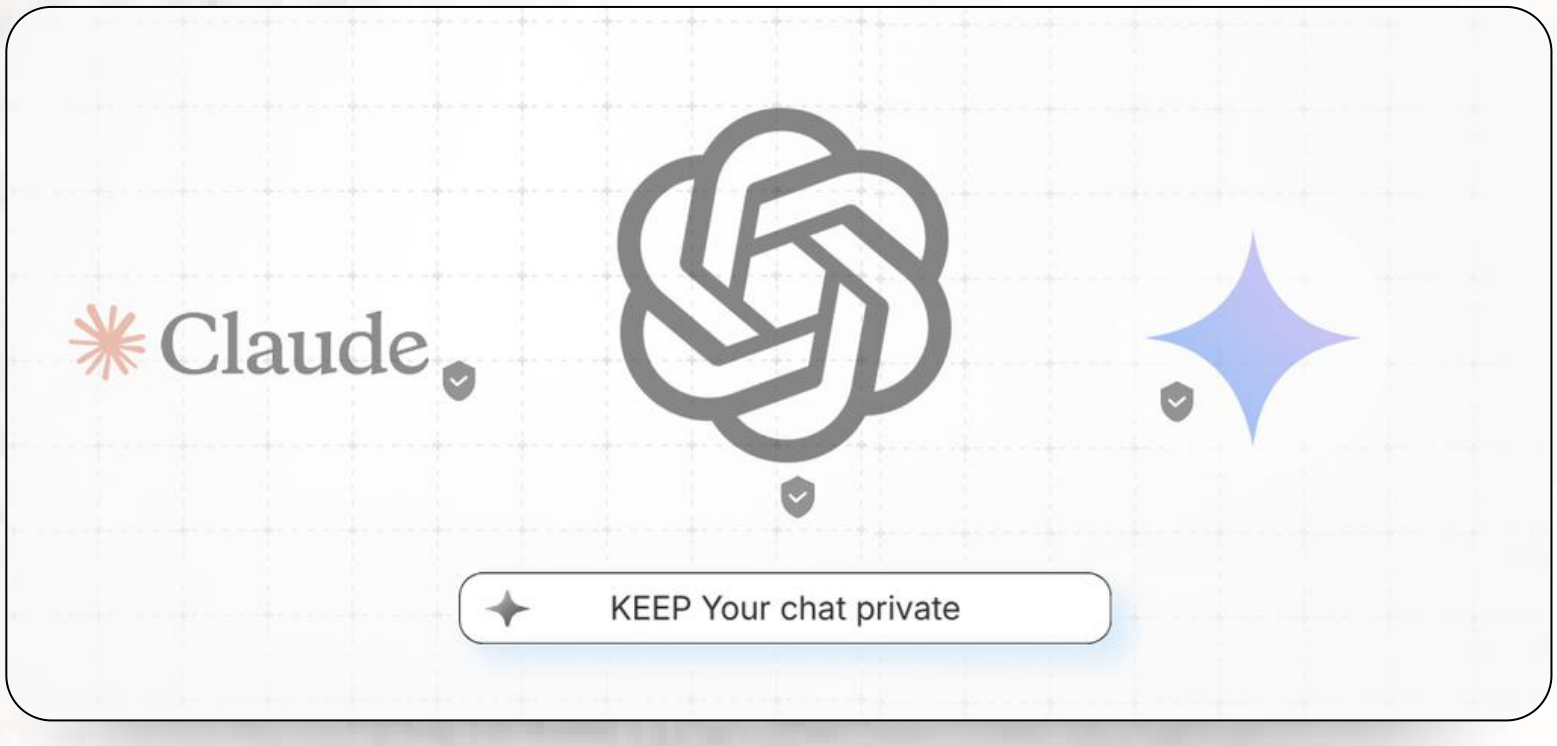
2 Turn off training

- **What:** Disable model training in your account's privacy or data settings
- **Why:** By default, your chats may be used to improve the model
- **Goal:** Your conversations stay yours, not training material



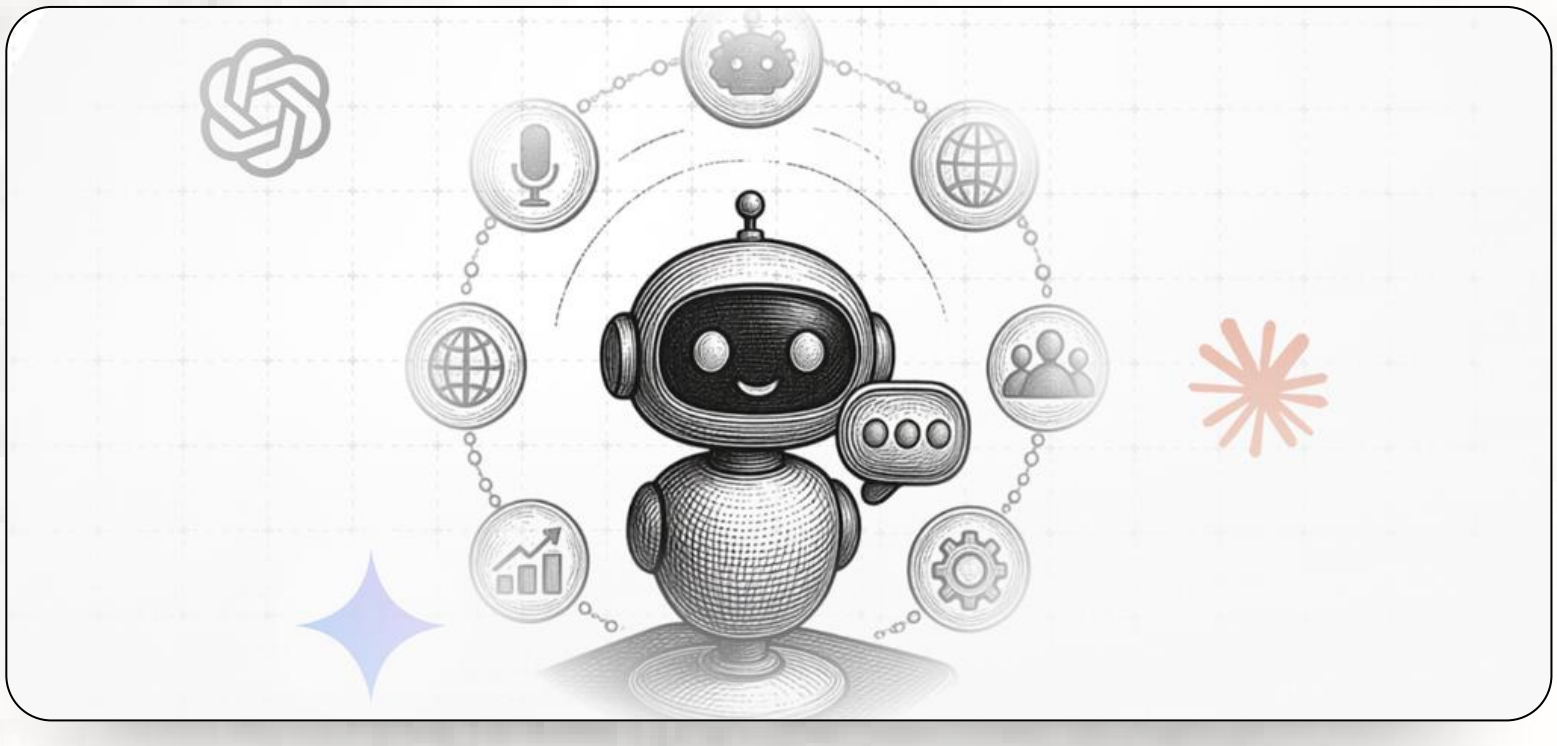
3 Skip chat feedback

- **What:** Avoid thumbs up/down on sensitive chats, feedback may share the conversation
- **Why:** Ratings often send the whole thread for review
- **Goal:** Don't hand over sensitive context just to rate a response



4 Keep chats private

- **What:** Don't create public share links for personal or sensitive conversations
- **Why:** A share link is a public URL, anyone with it can read it
- **Goal:** Nothing sensitive ends up indexed or forwarded



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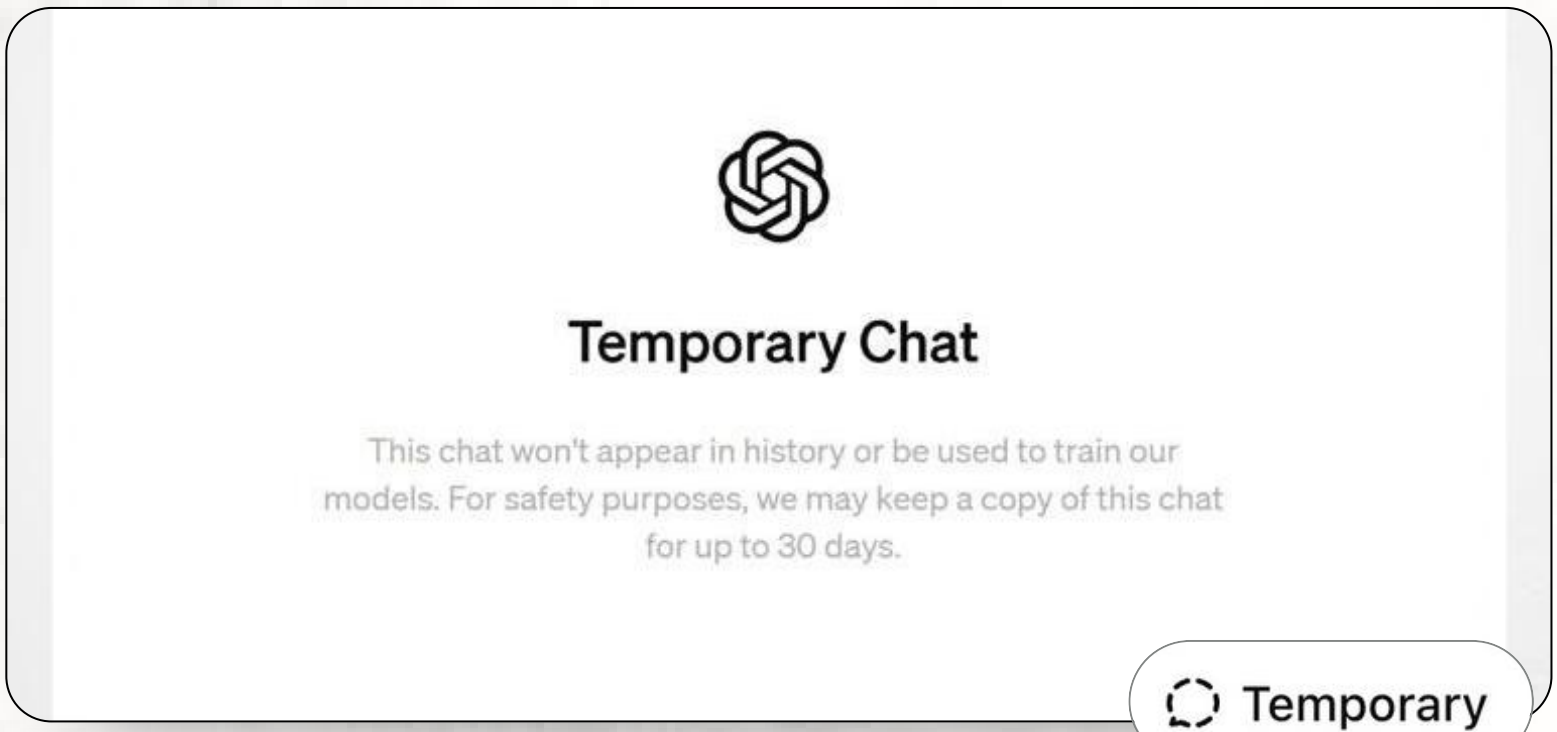
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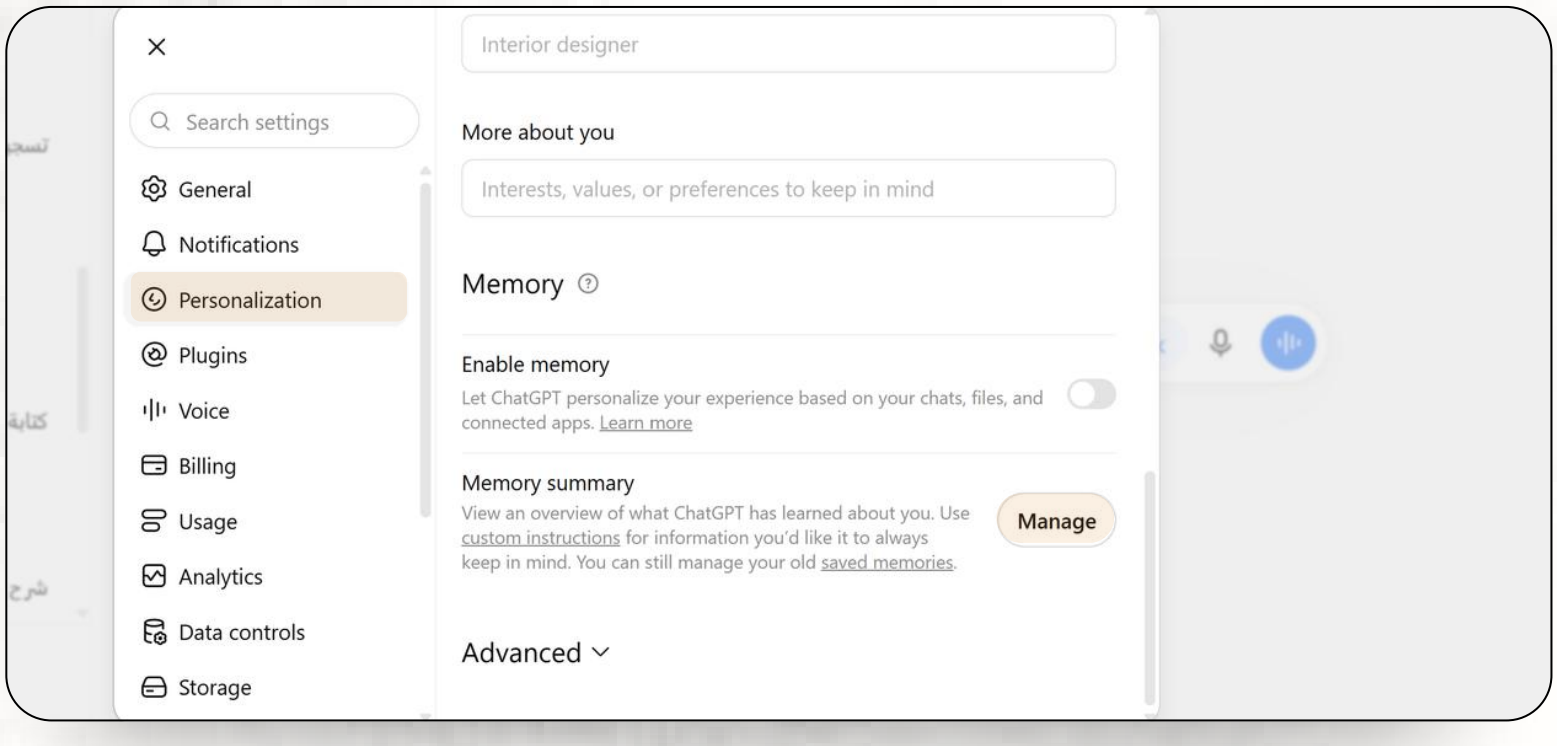
5 Use temporary chat

- **What:** Use Temporary Chat or Incognito for personal topics. Safety retention may still apply
- **Why:** These modes don't save to your history or memory
- **Goal:** Ask freely without leaving a trail



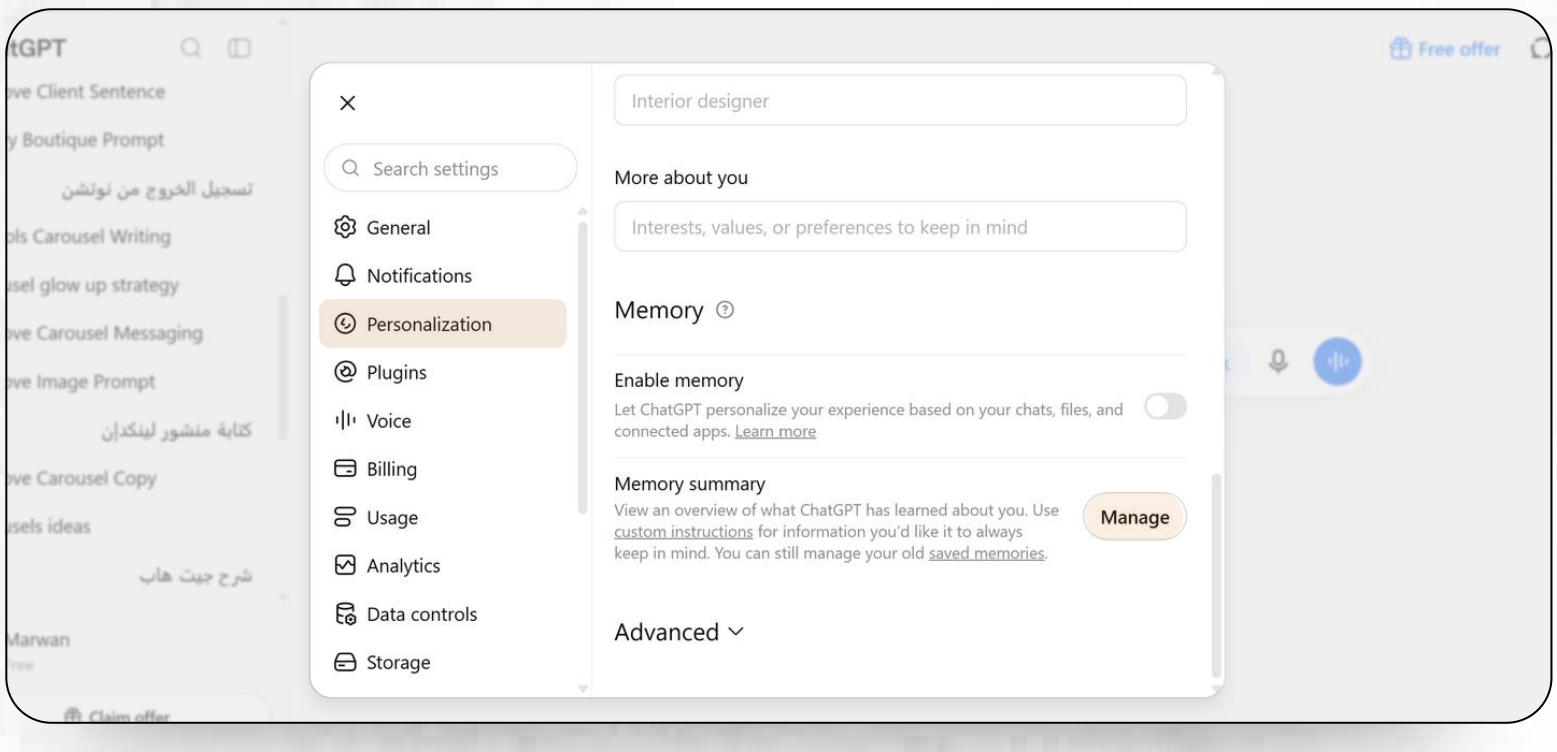
6 Turn off memory

- **What:** Disable memory for more privacy, review and delete saved memories too
- **Why:** Memory keeps context across sessions, which means it keeps your data
- **Goal:** No long-term profile built from your conversations



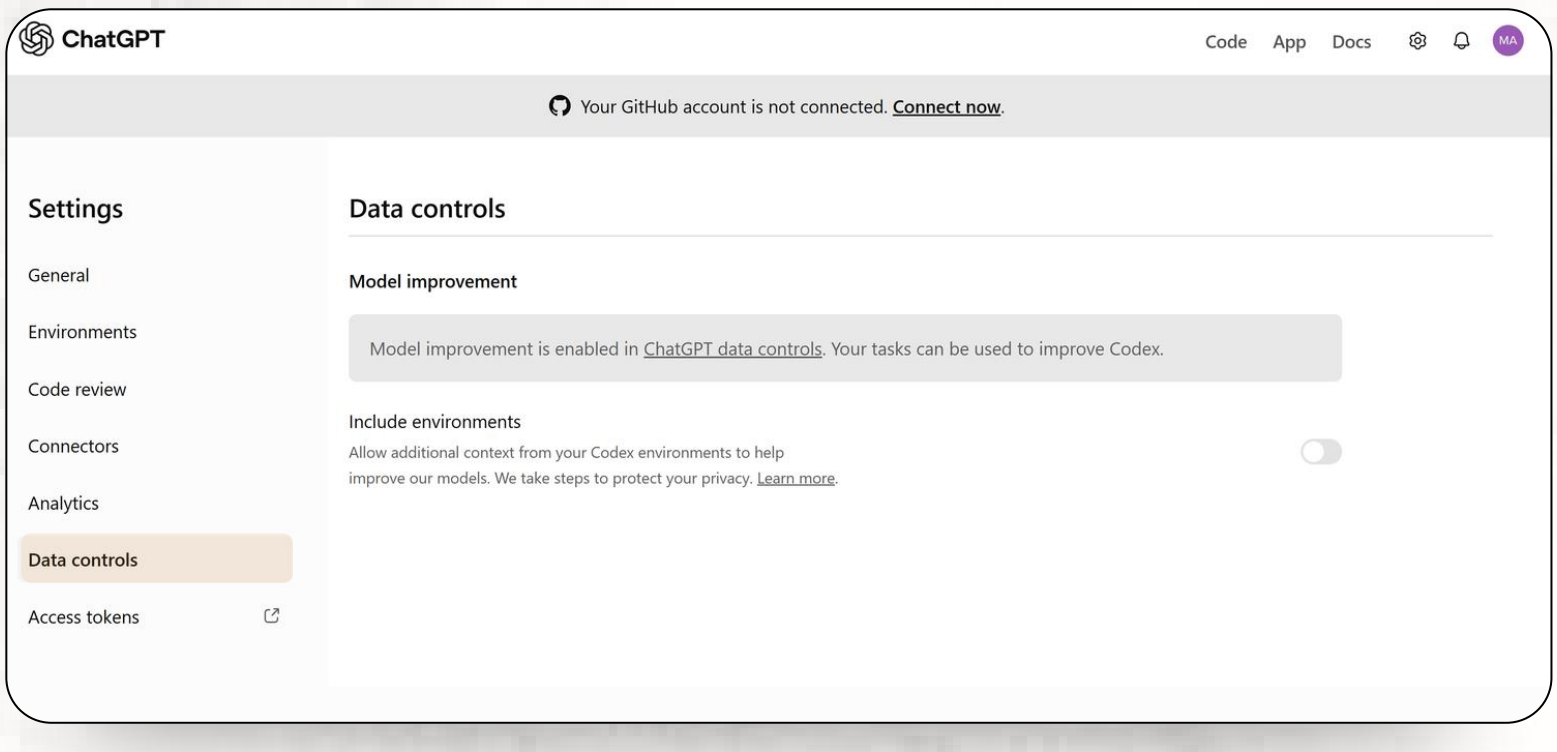
7 Delete old shared links

- **Claude:** Settings → Privacy → Shared Chats
- **ChatGPT:** Settings → Data Controls → Shared Links
- **Why:** Old links stay live long after you've forgotten them
- **Goal:** Close the doors you left open months ago



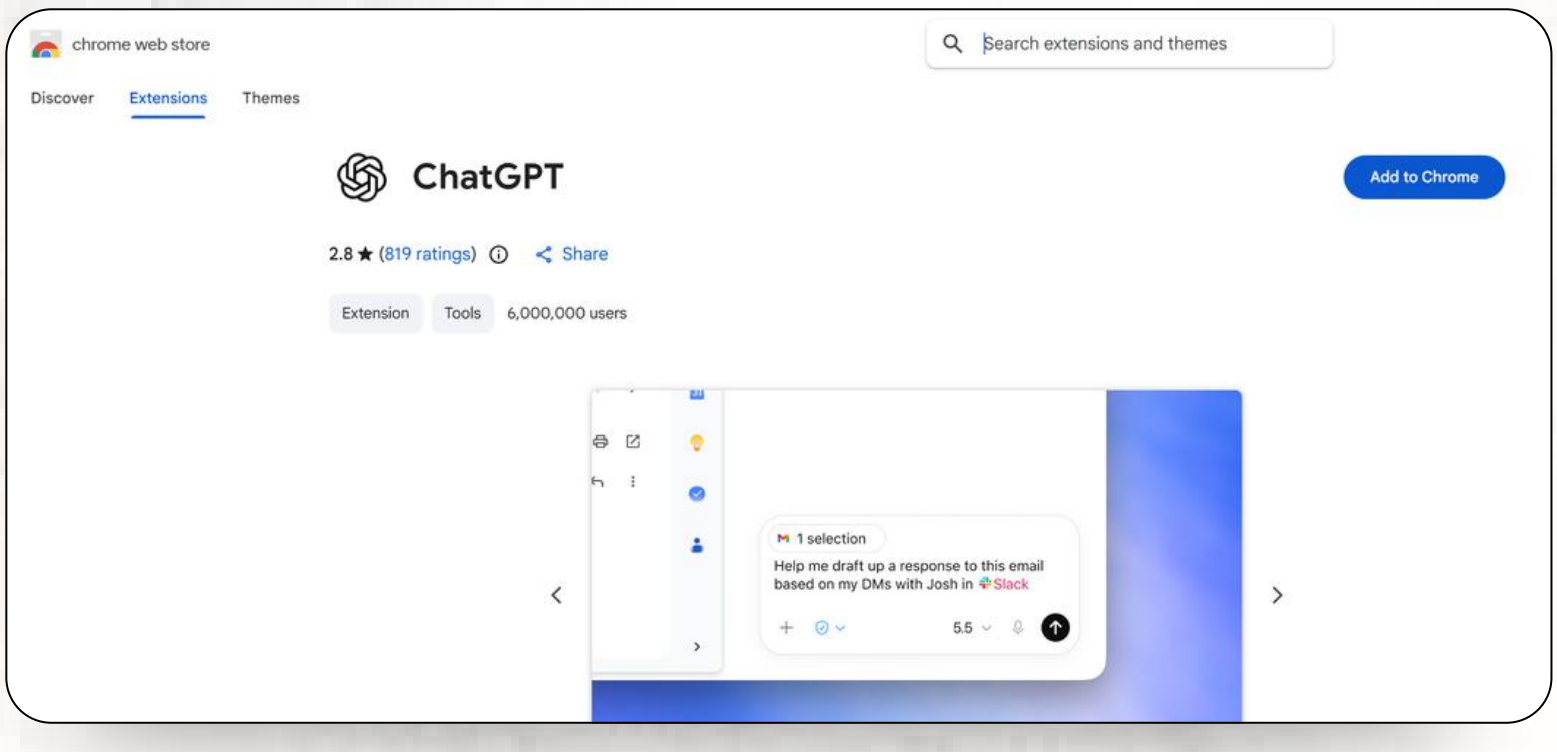
8 Check your Codex settings

- **What:** Review Codex's separate training controls, including full-environment data
- **Why:** Coding tools have their own data settings separate from your main account
- **Goal:** Your codebase and environment aren't used for training without your knowledge



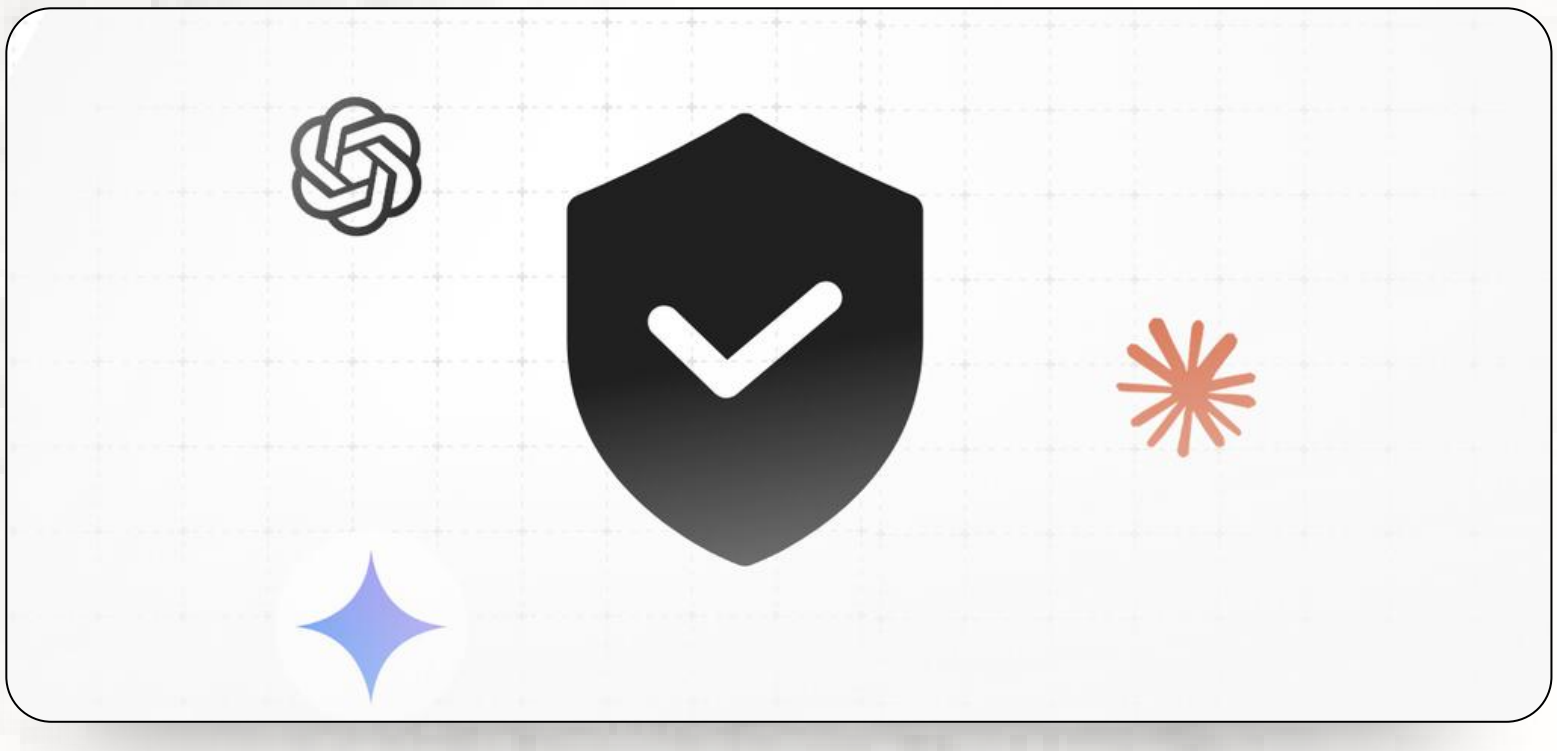
9 Check your extensions

- **What:** Avoid untrusted AI sidebar extensions, check who can read your chats
- **Why:** Extensions can see everything you type, including passwords and private data
- **Goal:** Only tools you trust can access your conversations



10 Protect real secrets

- **What:** Keep health, legal, client, and unreleased work out of personal accounts. Use an approved business setup
- **Why:** Some data should never touch a consumer tool, no matter the settings
- **Goal:** The things that would hurt most to leak never enter the chat



10 AI Privacy Steps Everyone Should Take

1. Choose the plan that fits
2. Disable model training
3. Opt out of feedback
4. Lock down your chats
5. Switch to temporary chat
6. Turn memory off
7. Clear old share links
8. Review Codex settings
9. Audit your extensions
10. Never expose real secrets

Take action and apply them now

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The Claude Bundle

FROM BEGINNER TO PRO

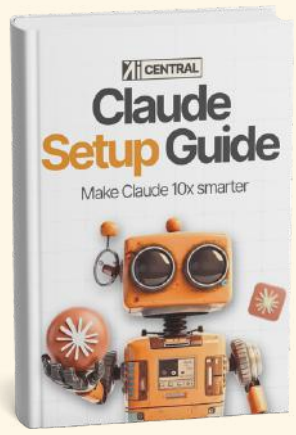
Beginner

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Claude Setup Guide

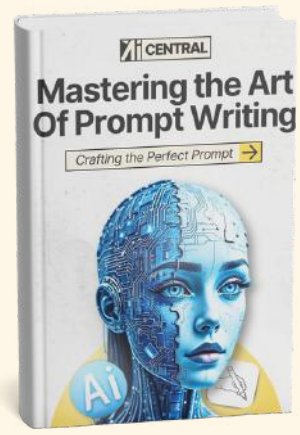
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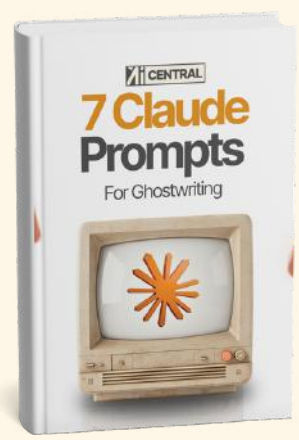
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Advanced

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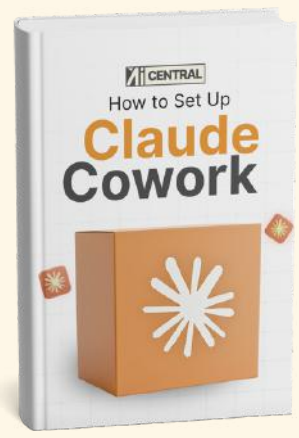
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