ChatGPT Quick Reference Guide: Using It Securely and Effectively

Welcome! This guide has simple tips for using ChatGPT safely and effectively at work. These best practices ensure we get the most out of ChatGPT without risking sensitive information.

Top 5 Tips for Secure Use

1. Avoid Sensitive Data: Don't input personal, financial, or proprietary information. For example, avoid specifics like "Client A's billing info" or detailed product designs. Instead, use generic descriptions like "Client details" or "Project outline."

2. Use Generic Terms: If discussing internal projects or people, use initials or code names. This keeps sensitive details secure while allowing you to get the help you need from ChatGPT.

3. Keep Chats General: Use ChatGPT for brainstorming, summaries, or general inquiries. Avoid using it for tasks that would reveal detailed internal data.

4. Limit Data Retention: If ChatGPT provides output you want to save, be mindful of where and how you store it. Avoid saving it in places with broad access or limited security.

5. Share Feedback: If you notice anything odd or have questions about security, let the team know! We're all learning together, and your insights help keep our use of ChatGPT safe and productive.

Do's and Don'ts

- DO ask ChatGPT for help with general knowledge, summaries, or brainstorming.
- DO use code names or initials when discussing sensitive topics.
- DON'T paste confidential data, including client names, sensitive company info, or personal details.
- DO feel free to reach out with any questions or if you need guidance on a specific use case.

Frequently Asked Questions

- Why can't I share sensitive data? ChatGPT doesn't store data permanently, but exercising caution helps prevent accidental exposure of our sensitive information.

- Can I ask ChatGPT about a specific project? Yes, but keep details general. Instead of describing every aspect, focus on asking for general advice or ideas that don't require confidential information.

- How should I handle the output I want to save? Make sure you store it in a secure location, ideally one with access restrictions to keep it within our team.

By following these simple steps, you're helping to ensure that we all get the most out of ChatGPT without compromising our data. Thanks for being part of keeping our use safe, effective, and fun!