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| **AI Tool Classifier**  Visual Guide — Which Tools Are Safe for Which Data |

**Data Tier Map — Know Your Data Before You Share It**

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| **TIER** | **LABEL** | **DEFINITION & EXAMPLES** | **AI GUIDANCE** | **APPROVED TOOLS** |
| **✓**  **TIER 1** | **PUBLIC** | Publicly available, non-sensitive information with no regulatory obligation.  **Examples:** Marketing copy, public website content, industry research, published reports, anonymized generic content | **Any approved AI tool may be used freely.** | ChatGPT (personal), Claude.ai, Copilot, Gemini, Perplexity |
| **⚠**  **TIER 2** | **INTERNAL** | Internal business information not for public disclosure, with limited but real regulatory risk.  **Examples:** Internal meeting notes (no client names), employee communications, non-sensitive operational data | **Enterprise / approved business tools only. Verify org data is not used for model training.**  **⚠ Remove client names, account numbers, and identifiers before use.** | Microsoft Copilot (M365 enterprise), GitHub Copilot (enterprise), approved internal platforms |
| **🔒**  **TIER 3** | **CONFIDENTIAL** | Sensitive business or client data that could cause material harm or legal liability if disclosed.  **Examples:** Client names and account details, financial statements, contracts, legal agreements, strategy documents | **Restricted tools with signed DPA only. Anonymize or redact. Compliance pre-approval required.**  **⚠ STOP — confirm a signed data processing agreement exists before any AI use.** | On-premise or private-cloud AI with signed DPA. No public AI tools. |
| **❌**  **TIER 4** | **REGULATED** | Data subject to specific legal protection. Unauthorized disclosure may trigger mandatory breach notification.  **Examples:** PHI (HIPAA), Social Security Numbers, payment card data (PCI), CUI (CMMC), biometric data | **No general AI tools. Only purpose-built, compliance-reviewed tools with BAA. Legal sign-off required.**  **⚠ STOP — consult your Compliance Officer before any AI interaction with this data.** | Purpose-built HIPAA/CMMC-compliant platforms only. Consult compliance before any use. |

**5-Step Decision Flow — Before Every AI Task**

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| **Step** | **Action** | **How** |
| **1** | **Identify your data** | Use the tier table above. When uncertain, classify one tier higher. |
| **2** | **Check the Approved Tools List** | Confirm your tool is authorized for that tier. List maintained by [Policy Owner]. |
| **3** | **Anonymize if needed** | For Tier 2–3, remove names, IDs, and account numbers before AI input. |
| **4** | **Document high-risk use** | For Tier 3–4, record: tool used, data type, business purpose, approver. |
| **5** | **When in doubt — ask** | Contact [Policy Owner] before any use case that doesn't clearly fit Tier 1 or 2. |

**The 3-Question Quick Test**

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| **THE 3-QUESTION QUICK TEST — Ask before every AI task** |
| **1** | Is there any client name, patient detail, or account number in this content? |
| **2** | Is this data covered by HIPAA, PCI, CMMC, or another compliance framework? |
| **3** | Would I be comfortable if this data appeared in an AI company's training dataset? |
| **If YES to any of these — STOP and verify with your compliance owner before proceeding.** |

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| **📌 PRINT & POST THIS PAGE**  This classifier is designed to be printed double-sided and kept at your desk or posted in your workspace. Share with any team member who uses AI tools. |