

Approved Tools and Data Tiers

- ✗ Never

Never put payment card data covered by PCI DSS (card numbers, security codes, PINs), passwords, or access keys into any AI tool, approved or not.
- Approved tools only

Internal company information, such as engineering drawings, source code, production and quality data, pricing, supplier and customer details, and employee information, goes only into the approved tools below while signed in with your company account.
- ✓ Any tool

Public information, like published product specs, content already on our website, or general questions with no company details, can go into any AI tool.

TOOL	HOW TO GET ACCESS	NEVER IN ANY AI TOOL	ONLY IN APPROVED TOOLS	FINE IN ANY AI TOOL
Microsoft 365 Copilot Good for drafting emails, summarizing Teams meetings, and working with files you already have access to, and IT will confirm in writing with the vendor how prompts and files are stored and whether they are used for training.	Company Microsoft 365 account only; request a license through [how to request a Copilot license]	✗ No	✓ Yes	✓ Yes
ChatGPT Enterprise/Team Engineers who draft text or code on personal accounts today should move that work here, and Dana Whitfield (IT Director) will confirm in writing with the vendor its data retention and training terms.	Company workspace only, by invitation from IT ([how to request a seat]); never a personal or free account	✗ No	✓ Yes	✓ Yes
Any other AI tool Including free or personal accounts, until approved.	Not approved. Ask through ai-requests@example.com.	✗ No	✗ No	✓ Yes

Applies alongside: PCI DSS.