

# AI Usage & Privacy Checklist for ISPs

## Platform Setup

- ☐ Use ChatGPT Team/Enterprise or OpenAI API
- ☐ Disable data logging & training
- ☐ Limit model to internal files only

## Team Guidelines

- ☐ Distribute approved use cases
- ☐ List prohibited content types
- ☐ Provide example prompts for daily use

## Permissions & Controls

- ☐ Restrict access via SSO
- ☐ Enable role-based use where possible
- ☐ Track usage for accountability

## Maintenance

- ☐ Add new documentation regularly
- ☐ Audit outputs quarterly
- ☐ Refresh training as regulations change