SAMPLE — FICTIONAL AGENCY — NOT A CLIENT FILE

Sample — fictional agency

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This file is a made-up example for an agency that does not exist.
It is not a client file and not an insurer file.
Private notes, prices, email addresses, and the story of what went wrong are left out.
Documentation support only — not legal advice, not a compliance certification.

Tools written down in the sample

ChatGPT — Unknown.
Chat GPT — Approved.
ChatGTP — Unknown.
Shared Midjourney login — Approved-with-conditions.
Clinic notes helper — Not approved.
HubSpot writer — Unknown.
Copilot Studio claims bot — Under review.
Zapier Agents intake — Under review.
Custom GPT brand voice — Not approved.
Grammarly personal — Unknown.
Fireflies — Approved.
Canva Magic Studio — Approved.
Microsoft 365 Copilot — Approved.
QuickBooks AI — Unknown.
— Not approved.
Perplexity shadow — Unknown.
Jasper draft desk — Approved-with-conditions.
Notion AI — Approved.

Action plan

Each block is one kind of fix, with how many tools share it and the steps to consider.
Suggestion: pause or contain use now.
That is a suggestion, not an order.
It applies to every immediate block below.
Status, the person named on each tool, and any note you typed stay in the register.
This file does not repeat those rows.

1. A password or login was typed into an AI tool

1 tool: Shared Midjourney login.
Suggested date: Nov 7, 2026.
Nobody is named yet.
- Change that password or key with the system that issued it.
- Once people have stopped typing it in, uncheck Passwords or keys on this tool.
Do not paste the secret into this note.

2. Client information is on a free or personal plan, and we have not recorded that the vendor stopped training on what people type

2 tools: ChatGPT, Grammarly personal.
Suggested date: Nov 7, 2026.
Nobody is named yet.
- Move the work to a team or company-wide plan,
or stop putting client information and personal details on the free or personal plan.

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These flags are everyday checks only.
They do not assess compliance with the EU AI Act, Colorado AI Act, California privacy or AI rules, Texas TRAIGA, HIPAA, GDPR, or any other law, regulation, or standard.
No law's effective date is stated here as a certified fact.

- Write Yes or No for whether the vendor trains on what you type, and note the page and the date you looked.

3. Health or money details are on a free or personal plan

1 tool: Clinic notes helper.
Suggested date: Nov 7, 2026.
Nobody is named yet.
- Move that work to a team or company-wide plan, or stop putting health or money details on this plan.
- Write down the plan after you change it.

4. An assistant can change or send things in a client system, and nobody is named

1 tool: HubSpot writer.
Suggested date: Nov 7, 2026.
Nobody is named yet.
- Name a person who answers for this assistant.
- Write down what it is allowed to send or change, and who approves that access.

5. Something went wrong with AI data, and nobody is named to handle it

This is about the company, not one tool.
Suggested date: Nov 7, 2026.
Nobody is named yet.
- Name a person on the company profile who handles it.
- Keep the note about what happened.
This row is not a claim and not a legal finding.

6. Sensitive information is in a tool nobody has approved

7 tools: ChatGPT, Clinic notes helper, Custom GPT brand voice, Grammarly personal, and 3 more.
Suggested date: Dec 4, 2026.
Nobody is named yet.
- Pause putting that information in this tool while someone records a decision.
- Name a person on the tool.
- Mark it Approved, Approved with conditions, or Not approved, and say which information may be entered.

7. Sensitive information is on a personal account

4 tools: ChatGPT, Clinic notes helper, Custom GPT brand voice, Grammarly personal.
Suggested date: Dec 4, 2026.
Nobody is named yet.
- Move the work to a company-paid account, or stop putting that information here.
- Update the account type on the tool after the change.

8. Writing that can reach a client is never checked by a person

3 tools: ChatGPT, Custom GPT brand voice, HubSpot writer.
Suggested date: Dec 4, 2026.
Nobody is named yet.
- Name a person who reads the writing before it is sent or published.
- Change the review answer from Never to Sometimes or Always.

9. An assistant can reach clients or sensitive information, and nobody has to approve what it does

1 tool: Custom GPT brand voice.
Suggested date: Dec 4, 2026.
Nobody is named yet.
- Name a person who approves what this assistant is allowed to do.
- Turn on the box that says a person must approve it, and type that person's name.

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- Until that is written down, pause the client-facing or sensitive use.

10. Client information is on a free or personal plan

1 tool: Custom GPT brand voice.
Suggested date: Dec 4, 2026.
Nobody is named yet.
- Move the work to a team or company-wide plan,
or stop putting client information and personal details on the free or personal plan.
- Write down the new plan on the tool.
- If the contract covers the whole company, mark that box.

11. Nobody is named to answer for this tool

5 tools: ChatGPT, Clinic notes helper, Grammarly personal, HubSpot writer, and 1 more.
Suggested date: Feb 2, 2027.
Nobody is named yet.
- Type one person's name in the owner field.
- Tell that person they answer questions about this tool.

12. We don't know if the vendor uses what you type to train its model

8 tools: ChatGPT, ChatGTP, Clinic notes helper, Copilot Studio claims bot, and 4 more.
Similar names, kept as separate rows: ChatGPT, ChatGTP.
Suggested date: Feb 2, 2027.
Nobody is named yet.
- Open the vendor page that says whether they train on what customers type.
- Write Yes or No.
- Paste the page and the date you looked.

13. The vendor's privacy page was not written down

11 tools: ChatGPT, ChatGTP, Clinic notes helper, Copilot Studio claims bot, and 7 more.
Similar names, kept as separate rows: ChatGPT, ChatGTP.
Suggested date: Feb 2, 2027.
Nobody is named yet.
- Open the vendor's privacy page.
- Paste the vendor link and the privacy link.
- Mark the page as checked, and write yes, no, or don't know for each vendor question,
with the page and the date you looked.

14. Nobody has looked at this in the last 90 days

10 tools: ChatGPT, ChatGTP, Clinic notes helper, Copilot Studio claims bot, and 6 more.
Similar names, kept as separate rows: ChatGPT, ChatGTP.
Suggested date: Feb 2, 2027.
Nobody is named yet.
- Read the answers currently on the tool.
- Write a last-reviewed date, or write what is still unknown.
- Put the next look on the quarterly check.

15. This tool is connected to email, a customer list, or the books, and it is not approved

3 tools: HubSpot writer, QuickBooks AI, Zapier Agents intake.
Suggested date: Feb 2, 2027.
Nobody is named yet.
- Write down what that connection can see.
- Mark the tool Approved, or disconnect it.

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The row-by-row list, with status and notes, is in the register under Things to fix.

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