INTELLIGENT CHOICE

AI privacy impact check

Complete before adding AI to anything that touches personal information

Version 1.0 | 23 October 2026 | Owner: Travis Shaw | Review: every 6 months | Printable blank copy

Project or client:	Date:	Completed by:

How to use it. Answer all ten questions in a few words. Keep the signed copy in the client folder. If any answer is "do not know", or anything is marked high risk, do not proceed until it is fixed or the client agrees in writing.

1 **What personal information will the tool see?** (Names, emails, staff or customer details, anything sensitive?)

Answer:

2 **Why is it needed?** Could the task work without the personal information, or with it de-identified?

Answer:

3 **Where does it go?** Which provider, and in which country? Is it on the list in the Privacy Policy, section 8?

Answer:

4 **Training and retention.** Do the terms bar training on our inputs? How long does the provider keep inputs?

Answer:

5 **Who can see it?** Who at the client, at us, and at the provider? Is access limited to those who need it?

Answer:

6 **Security.** Two-step sign-in on? A separate scoped token or login for this project?

Answer:

7 **Client told?** Is the tool named in the Phase Schedule or approved in writing (Standard Terms clause 8.4)?

Answer:

8 **Decisions about people.** Will the tool help make a decision that affects a person (hiring, pricing, credit, service)? If yes, a human reviews every decision, and the Privacy Policy must describe it.

Answer:

9 **What if it goes wrong?** What would be exposed, and who must be told? (See the Incident plan.)

Answer:

10 **When does the information go?** Who deletes it, when, and how will the client be told?

Answer:

Result

Risk: Choose

Proceed?: Choose

Changes needed

Sign-off

Reviewed by:

Date:

Next review: