



AI SAFETY & PRIVACY TM

Your Beginner's Guide to Using Artificial Intelligence Safely and Responsibly

Learn how to protect your personal information, use AI responsibly, and build safe habits that will help you use Artificial Intelligence with confidence.

Created by
THE DIGITAL FREEDOM PROJECT
The home of The Future™

The future isn't something you wait for. It's something you build. 🏠

Welcome to AI Safety & Privacy™

Welcome Builder 🙌

Artificial Intelligence is an incredible tool.

It can help you save time, learn new skills, organise information, solve problems, and become more productive.

But like any powerful technology, it should be used responsibly.

Many people are excited about AI, but they also have important questions.

- Is my information safe?
- Can I trust every answer AI gives me?
- What should I avoid sharing?
- How can I use AI responsibly?

These are all excellent questions.

The good news is that staying safe with AI doesn't need to be complicated.

By following a few simple principles, you can confidently enjoy the benefits of AI while protecting your personal information, respecting other people's work, and making informed decisions.

This guide will help you build good habits from the very beginning, so you can use AI safely at home, at work, and in everyday life.

Remember, AI is a powerful assistant—but you are always in control.

Let's begin.

Guide Information

AI-005 — AI Safety & Privacy™

Series: AI Workshop™

Level

 Beginner

Estimated Reading Time

20–25 minutes

Who This Guide Is For

This guide is designed for anyone who wants to use Artificial Intelligence safely, responsibly, and with confidence.

Whether you're using AI at home, in the workplace, or while learning new skills, understanding good safety and privacy practices will help you get the most from AI while protecting yourself and others.

It is ideal for:

- Beginners using AI for the first time.
- Employees using AI at work.
- Business owners.
- Students.
- Anyone who wants to build safe AI habits.

What You'll Learn

By the end of this guide you will:

- ✓ Understand why AI safety matters.
- ✓ Learn how to protect your personal and confidential information.
- ✓ Recognise when AI responses should be checked.
- ✓ Understand responsible and ethical AI use.
- ✓ Build simple habits that will help you use AI safely every day.

Previous Guide

AI-004 — Choosing the Right AI Tool™

Learn about different AI tools and how to choose the right one for different tasks.

Next Guide

AI-006 — AI for Emails™

Discover how AI can help you write professional emails, improve communication, and save time at work.

 **Builder's Reminder:** *AI is most powerful when it is used wisely. Good habits today will help you use AI safely and confidently for years to come. Learn. Save. Build. Grow. Repeat.*

Contents

1. Why AI Safety Matters
2. Protecting Your Personal Information
3. Protecting Information at Work
4. Checking AI Responses
5. Understanding AI Mistakes
6. Using AI Responsibly
7. Building Safe AI Habits
8. AI Security Best Practices
9. Key Takeaways
10. Your Next Brick

Chapter 1 — Why AI Safety Matters

Artificial Intelligence is becoming part of everyday life.

Millions of people now use AI to write emails, answer questions, create content, plan projects, organise information, and solve problems.

Like any technology, AI offers incredible opportunities—but it also requires responsible use.

Understanding how to use AI safely helps you protect yourself, your family, your employer, and your personal information.

Using AI responsibly also helps you become a more confident and effective user.

Think of AI like driving a car.

Cars are incredibly useful. But we still wear seatbelts, follow road signs, and drive carefully.

AI is no different.

Learning a few simple safety habits allows you to enjoy all the benefits while reducing unnecessary risks.

 **Builder's Tip:** *Learning how to use AI safely is just as important as learning how to use AI effectively.*

Chapter 2 — Protecting Your Personal Information

One of the most important rules when using AI is protecting your personal information.

Although many AI services include privacy protections, you should always think carefully before sharing sensitive information.

Avoid entering information such as:

- Passwords
- Bank account details
- Credit card information
- National Insurance numbers
- Passport details
- Medical records
- Home addresses
- Personal phone numbers

If you wouldn't post it publicly online, it's usually best not to enter it into an AI tool.

Instead, remove personal details or replace them with examples.

Instead of writing:

“Write an email using my bank account number and personal address.”

Write:

“Write a professional email using placeholder details that I can personalise later.”

This simple habit greatly improves your privacy.

 **Builder's Tip:** *Protect your personal information in the same way you would protect your wallet or house keys.*

Chapter 3 — Protecting Information at Work

Many people now use AI in the workplace.

AI can help create reports, draft emails, summarise meetings, organise information, and improve productivity.

However, work information often belongs to your employer or your customers.

Before using AI for work, always consider whether the information is confidential.

Never copy and paste:

- Customer records
- Confidential company documents
- Financial information
- Legal documents
- Employee information
- Trade secrets
- Private business strategies

If you need AI to help with a task, remove confidential information first or use fictional examples.

Always follow your organisation's policies regarding AI use.

Protecting company information protects both you and your employer.



Builder's Tip: *When in doubt, leave it out. If information is confidential, don't enter it into an AI tool.*

Chapter 4 — Checking AI Responses

Artificial Intelligence can provide impressive answers in seconds.

It can explain topics, write documents, generate ideas, and solve problems.

However, AI is not perfect.

Sometimes it may misunderstand a question, provide incomplete information, or generate an incorrect answer with complete confidence.

For this reason, it is important to treat AI as a helpful assistant—not as the final authority.

Whenever accuracy is important, always take a few moments to check the information.

Examples include:

- Medical information
- Legal advice
- Financial decisions
- Tax information
- Academic research
- Business reports

The consequences of using incorrect information can sometimes be significant.

Fortunately, checking important facts only takes a few extra minutes and can help you avoid unnecessary mistakes.

Reliable sources include official government websites, trusted organisations, recognised experts, and your own professional knowledge.

AI helps you work faster. You help ensure the final result is correct.

 **Builder's Tip:** *Trust AI to help you—but verify important information before making decisions.*

Chapter 5 — Understanding AI Mistakes

One of the most surprising things about AI is that it can sometimes produce information that sounds completely believable—but is actually incorrect.

This is sometimes called an AI hallucination.

Despite the unusual name, it doesn't mean AI is imagining things like a person.

It simply means the AI has generated information that is inaccurate, made up, or unsupported.

Examples include:

- Inventing facts.
- Creating references that don't exist.
- Misquoting information.
- Providing outdated advice.
- Confidently giving the wrong answer.

This happens because AI predicts the most likely response based on patterns in data—it does not “know” facts in the same way humans do.

The good news is that these mistakes become much less of a problem when you:

- Ask clear questions.
- Provide good context.
- Check important information.
- Use your own judgement.

Learning to recognise AI's limitations is one of the most valuable skills you can develop.



Builder's Tip: *Confidence does not always mean accuracy. Always think critically about important information.*

Chapter 6 — Using AI Responsibly

AI gives us incredible opportunities, but it also comes with responsibilities.

Responsible AI use means thinking carefully about how the technology affects other people.

Good AI users:

- Respect other people's work.
- Protect personal information.
- Check facts before sharing them.
- Use AI honestly.
- Make their own decisions.

Avoid using AI to:

- Mislead people.
- Create false information.
- Plagiarise someone else's work.
- Pretend AI-generated work is entirely your own when honesty matters.
- Break laws or company policies.

AI should support your knowledge and creativity—not replace your integrity.

The strongest results happen when people combine AI with their own experience, judgement, and values.



Builder's Tip: *Responsible AI use builds trust. Trust creates confidence.*

Chapter 7 — Building Safe AI Habits

Good habits make AI both safer and more useful.

The more consistently you follow good practices, the more confident you'll become.

Simple habits include:

- ✓ Think before sharing information.
- ✓ Write clear prompts.
- ✓ Review every important response.
- ✓ Check facts when accuracy matters.
- ✓ Keep learning as AI develops.
- ✓ Follow your workplace policies.
- ✓ Respect privacy and confidentiality.

These habits soon become second nature.

Just as we naturally lock our front doors or wear a seatbelt, safe AI habits quickly become part of everyday life.

Small habits protect you over the long term.

 **Builder's Tip:** *Safe AI users aren't experts because they know everything—they're experts because they've built good habits.*

Chapter 8 — AI Security Best Practices

Using AI securely is about protecting both your information and your digital life.

While AI tools are designed to help you, it's still important to follow good online security habits.

Here are some simple best practices to keep in mind:

Use Strong Passwords

Create strong, unique passwords for your AI accounts and avoid using the same password across multiple websites.

Where available, enable two-factor authentication (2FA) to add an extra layer of security.

Keep Your Software Updated

AI tools and devices are regularly updated to improve security and performance.

Installing updates helps protect you from known security risks and ensures you have access to the latest features.

Be Cautious with Links and Downloads

If an AI tool provides links or recommends downloading files, take a moment to check that the source is trustworthy before clicking or downloading anything.

When in doubt, visit the official website directly.

Review Privacy Settings

Many AI platforms allow you to manage your privacy preferences.

Take a few minutes to review your settings so you understand how your conversations and data may be stored or used.

Stay Informed

Artificial Intelligence is developing rapidly.

Learning about new features, security updates, and best practices will help you continue using AI safely and confidently.



Builder's Tip: *Good security isn't about being afraid of technology—it's about building simple habits that protect you every day.*

Chapter 9 — Key Takeaways

By now you should understand that:

- ✓ AI is a powerful tool, but it should be used responsibly.
- ✓ Protect your personal and confidential information.
- ✓ Never share sensitive data unless you are certain it is appropriate and secure.
- ✓ Always check important information before relying on it.
- ✓ AI can sometimes make mistakes or generate inaccurate information.
- ✓ Responsible AI use includes honesty, respect for privacy, and good judgement.
- ✓ Building safe habits will help you use AI with confidence for years to come.

The more you practise these habits, the more natural they will become.

Chapter 10 — Your Next Brick

Congratulations Builder! 

You've completed another important step in your AI journey.

You now understand how to use Artificial Intelligence safely, protect your personal information, recognise AI's limitations, and build habits that will help you use these tools responsibly.

Safety isn't something you learn once.

It's something you practise every time you use AI.

By making good decisions and following simple best practices, you'll be able to enjoy the benefits of AI while protecting yourself, your work, and the people around you.

Remember:

Every safe decision builds confidence.

Every lesson builds knowledge.

Every brick builds your future.

Continue Your Journey

Your next guide is:

 **AI-006 — AI for Emails™**

In the next workshop, you'll discover how AI can help you write professional emails, reply more quickly, improve communication, and save valuable time in your personal and working life.

Keep Building

Learning Artificial Intelligence isn't about mastering everything overnight.

It's about making steady progress, building practical skills, and gaining confidence one step at a time.

Every guide you complete is another brick in the future you're building.

Learn. Save. Build. Grow. Repeat.

The future isn't something you wait for. It's something you build. 



The Future™ — The Digital Freedom Project