

AI Data-Handling Checklist

Decide what information may enter an AI system, what must be removed, who approves exceptions, where outputs are stored, and how incidents are reported.

FREE PDF RESOURCE	Free to view, download, print, and use internally as a general guide.
PUBLIC FORMAT	Watermarked public edition. Editing, assembly, and extraction are disabled in compliant PDF readers.
REUSABLE WORD VERSION	Available when this resource relates to a paid RiskWise engagement.

What this free resource includes

- 01 Data classification
- 02 Approved systems
- 03 Input minimization
- 04 Output storage
- 05 Exceptions and incidents

Use the working pages to collect facts, owners, evidence, and dates. Review tax, legal, security, licensing, employment, insurance, or regulatory decisions with the qualified professional appropriate to your facts.

Work through AI Data-Handling Checklist

Record what is known, identify the source, assign an owner, and make missing information visible.

Data classification

Purpose / facts / owner / evidence / date:

Approved systems

Purpose / facts / owner / evidence / date:

Input minimization

Purpose / facts / owner / evidence / date:

Finish the record and confirm the next step

Complete the remaining sections, then identify what needs review, approval, secure delivery, implementation, or follow-up.

Output storage

Purpose / facts / owner / evidence / date:

Exceptions and incidents

Purpose / facts / owner / evidence / date:

Choose the support you need

FREE PDF	Free	Use this public edition as an internal reference or printed working guide.
REUSABLE WORD TEMPLATE	Included	An editable Word version is available when it supports a related paid engagement.
CUSTOM WORK	Scoped	RiskWise can adapt, review, implement, document, or hand off the resource for your business.

Discuss a paid engagement

Call 702-421-1111 or email sales@ezypz.com and mention: AI Data-Handling Checklist

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