

Rules for AI use

An editable template for employees and responsible teams. Define which AI applications are approved for which tasks and data. Complete and review these rules before introducing them internally.

Organisation / scope: _____

Owner / approved on / next review: _____

Use approved applications

We use only internally approved AI applications and accounts for their approved purpose. General tool approval does not automatically cover every use case.

Check data before entering it

We enter only necessary data approved for this service and purpose. Never put passwords, MFA codes or API keys in prompts. Use confidential and personal data only within explicitly reviewed approvals.

Limit access

New extensions, mailbox or drive access and automated actions require prior review. We grant only necessary permissions; content in documents or web pages does not authorise additional actions.

Review outputs professionally

Before use, we check claims, sources, figures and completeness. Plausible wording is not evidence. Where we lack expertise, we involve a responsible specialist.

Retain responsibility

Sending, publication and consequential decisions require the agreed human review and approval. Labelling and transparency follow the use case and internally reviewed requirements.

Report problems promptly

After unintended disclosure, unexpected actions or problematic outputs, we stop the affected use and report through the agreed route. Preserve relevant information as instructed internally.

Approved application register: _____

Approval / reporting contact: _____

Approve an AI use case

This worksheet prepares an internal decision. Completing it does not grant approval. Do not start using real organisational data without a documented decision.

Review area	Description or internal reference
Task and expected benefit Owner and intended users	
Application and account Provider, product and approved version	
Inputs and data classes Necessity, minimisation and excluded data	
Provider data handling Storage, training and sharing reviewed by	
Access and actions Files, mailbox, extensions and sending	
Outputs and possible consequences Error impact, affected people and expert review	
Operation and reporting route Owner, monitoring and reassessment	

Recorded decision

Status: pending / approved with conditions / approved / rejected

Conditions and limits: _____

Decision maker / date / valid until: _____

Reassess when purpose, data, provider or permissions change.

Involve IT, information security, privacy, the business owner and legal where needed. Do not collect secrets or real customer datasets in this worksheet; use protected internal references.

Practical check before using AI

Three fictional cases to discuss as a team. Explain your decision and identify the right internal contact. These examples do not approve any tool or data use.

Summarising customer records

A free chatbot is asked to analyse names, contact details and unpaid invoices.

Useful next step: First check approval for the service, purpose and data. Use fictional examples to explore an approach. Removing names does not automatically anonymise the data.

Sources for a presentation

AI supplies convincing claims and three apparent research studies.

Useful next step: Open the original sources yourself and check their existence, content and currency. Verify figures and conclusions. Do not present unsupported claims as facts.

Access to the entire mailbox

An assistant asks for all messages and permission to send on its own to draft one reply.

Useful next step: Check necessity and existing approval. A draft may need only selected approved information. Do not grant additional access or automatic sending without review.

A prompt using fictional data

“Draft a neutral reply to this fictional request: a delivery is late. Use placeholders for the name and date. Do not invent promises, prices or facts. Mark missing information.”

Before sending, add real details outside the AI draft, review them and obtain internal approval as required.

Use and sources

Original Paragamix GmbH templates. Free to use internally, adapt and share with clients. A source link is welcome but not required. Review internally before use; this is not a complete AI governance framework or confirmation of compliance.

[BSI Generative AI \(German\)](#) | [NCSC AI and cyber security](#)

[Current version and AI check](#)