

Personal AI Use Agreement

IMPORTANT — BEFORE YOU USE THESE TEMPLATES

These templates are starting points for individuals without existing AI governance practices. They are not legal documents and are not a substitute for qualified legal or professional advice. Review and adapt them to your specific situation, jurisdiction, and context before use. Do not rely on any template in this kit as a final or complete governance solution. The Operator's Manual for Artificial Intelligence makes no representations as to their completeness, accuracy, or fitness for any particular purpose.

WHAT THIS IS

This is a self-commitment document. It is not a policy for others. It is a written record of the rules you set for yourself when using AI tools. Putting your rules in writing makes them easier to follow and easier to review when something changes or goes wrong.

Fill this in once. Update it when you adopt a new tool, change how you use AI, or after an incident. Keep it somewhere accessible.

1. Your Information

Your name	
Date completed	
Date last reviewed	

2. The AI Tools You Use

List every AI tool you use regularly for work, study, or personal projects. Add rows as needed.

Tool name	Provider	What you use it for

3. What You Will Use AI For

List the tasks or types of work where AI is part of your process:

Describe the tasks, subjects, or types of work where you use AI...

4. What You Will Not Use AI For

List the tasks or situations where you will not use AI, or where you will not act on AI output without additional verification:

Describe tasks or situations where AI output alone is not sufficient...

5. Your Data Rules

I will not paste the following types of information into any AI tool without first checking whether that tool stores or trains on my inputs (see Document 3 — AI Tool Evaluation Worksheet):

- ☐ Other people's personal information (names, addresses, health details, financial information).
- ☐ Client, employer, or third-party confidential information.
- ☐ Credentials, passwords, or access keys.
- ☐ Information subject to a non-disclosure agreement.
- ☐ Information that is not mine to share.
- ☐ Other: _____

When I am unsure whether something is safe to share, I will:

Describe your default action when uncertain — e.g., treat it as off-limits until confirmed...

6. Your Review Commitment

Before I act on, send, or publish any AI output that could affect someone else, I will:

- ☐ Check that factual claims are accurate.
- ☐ Confirm that the output is appropriate for its intended audience.
- ☐ Consider whether acting on this output could cause harm if it is wrong.
- ☐ Use the AI Output Review Checklist (Document 5) for any task at Medium risk or above.

7. Your Incident Commitment

If something goes wrong — AI output that caused a problem, accidental data exposure, or a near-miss — I will complete a Personal Incident Note (Document 7) and keep it on file.

8. Review Schedule

I will review this agreement:

- ☐ When I adopt a new AI tool.
- ☐ After any AI-related incident.
- ☐ At minimum, once per year.

Date of next scheduled review: _____

9. Acknowledgment

By signing below, I confirm that I have read and committed to the rules in this agreement.

Name	
Signature	
Date	