

# 8 QUESTIONS EVERY BUSINESS SHOULD ASK

If leadership cannot answer these clearly, the business is using AI faster than it is governing it.

## 1 WHERE IS AI ALREADY BEING USED?

Include free accounts, embedded features, browser tools, meeting notes, marketing, estimates and automation.

## 2 WHAT DATA MAY ENTER EACH TOOL?

Define public, internal, confidential and prohibited data - then match the rule to each approved tool.

## 3 WHO REVIEWS THE OUTPUT?

Name the accountable reviewer for customer, financial, legal, technical and people-related work.

## 4 HOW DO WE CHECK ACCURACY?

Decide what evidence, source checking or subject-matter review is required before use.

## 5 COULD THIS TREAT PEOPLE UNFAIRLY?

Look for bias in hiring, pricing, eligibility, marketing, claims, discipline and access decisions.

## 6 WHAT HAPPENS WHEN AI FAILS?

Create a reporting path, containment steps and a way to correct affected records or communications.

## 7 WHAT DOES THE VENDOR DO WITH OUR DATA?

Confirm retention, training use, deletion, access, subprocessors and breach notification.

## 8 HOW WILL WE PROVE RESPONSIBLE USE?

Keep enough documentation to explain the purpose, controls, reviewer and final decision.

### AI & CYBER RISK REVIEW

**The answers should be specific to your tools, data, people and risk - not copied from a template.**

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