

CHECKLIST: GENERATIVE AI PRIVACY SETTINGS

Without proper configuration, what is typed into certain general-purpose GenAI tools can be seen or used by others. This potential lack of privacy is derived in large part from the default settings of general-purpose AI tools such as ChatGPT, Claude, and Gemini. Those default settings allow for prompts and conversations to be stored and, in some instances, used by the tool's provider for other purposes, such as model training.

Proper configuration settings reduce (but do not eliminate) the risk that a user's prompts and conversations will be seen by others or used by the provider for other purposes. The safest approach for non-public information is to use enterprise-grade legal AI tools (such as those provided by Westlaw or Lexis) or not to use GenAI at all. Non-public judiciary information such as draft opinions, sealed filings, confidential briefs, warrants, or personnel data should never be entered into public, general-purpose systems such as ChatGPT, Claude, or Gemini. Note, if you provide the system with feedback (such as selecting a response from a list), this feedback may override your privacy settings.

For information that is already public or for matters that do not implicate any privacy concerns, the checklist below provides step-by-step instructions for enhancing a user's privacy settings. The following practices apply to all general-purpose GenAI tools:

- Do not share account credentials. Each user should have their own login credentials.
- Regularly review Terms of Service for data handling policies that may have changed.
- Check privacy settings periodically. They may change with updates.
- Never use tools with unclear data practices or foreign ownership that may raise security concerns.
- When possible, use "temporary" chats (offered by ChatGPT and Gemini) or "incognito" chats (offered by Claude). Delete chats when you no longer need them.

FIRST, LOCATE THE PRIVACY SETTINGS:

In most GenAI systems, look for a profile icon, gear icon, or your name in the corner of the screen. Click it to open a menu where you will find "Settings" or "Preferences."

SECOND, ADJUST THE SETTINGS SPECIFIC TO YOUR CHOSEN SYSTEM AS DETAILED IN THE FOLLOWING CHECKLISTS.

The specific instructions in the checklist below are current as of March 2026 but may change as platforms update.

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ChatGPT (OpenAI)

- ☐ **Improve the Model for Everyone Setting**
Navigate to: Settings → Data Controls → TURN OFF
When turned on, your inputs may be used to train future AI models
- ☐ **Memory Setting**
Navigate to: Settings → Personalization → TURN OFF
When turned ON, ChatGPT builds a profile from your conversations
- ☐ **Shared Links Setting**
Navigate to: Data Controls → Shared Links, then review and revoke existing links (if any exist)
This helps protect conversations from becoming public

Claude (Anthropic)

- ☐ **Help Improve Claude Setting**
Navigate to: Settings → Privacy → TURN OFF
Claude uses consumer account data for training by default unless the user opts out
- ☐ **Generate Memory from Chat History Setting**
Navigate to: Settings → Capabilities → TURN OFF
When turned ON, Claude builds a profile from your conversations
- ☐ **Shared Links Setting**
Navigate to: Settings → Privacy → Shared chats → Manage, then review and revoke existing links (if any exist)
This helps protect conversations from becoming public

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Gemini (Google)

- ☐ **Keep Activity Setting**
Navigate to: Settings → Activity → TURN OFF
This controls whether Google saves your Gemini activity
- ☐ **Memory Setting**
Navigate to: Personal Intelligence → Memory → Turn OFF
When turned ON, Gemini builds a profile from your conversations
- ☐ **Shared Links Setting**
Navigate to: Settings → Your Public Links → TURN OFF, then review and revoke existing links if any exist
This helps protect conversations from becoming public
- ☐ **Audio & Live Recordings Setting**
Navigate to: Settings → Activity → TURN OFF
This setting is off by default, verify that it remains disabled; when turned on Google uses your voice recordings to improve services

Perplexity (Perplexity AI)

- ☐ **AI Data Retention Setting**
Navigate to: Settings → Manage Account → Data Retention → TURN OFF
When turned ON, your inputs may be used to train future AI models
- ☐ **Memory Setting**
Navigate to: Settings → Personalize → Reference Saved Memory → Turn OFF
When turned ON, Perplexity builds a profile from your conversations.
- ☐ **Shared Threads**
Navigate to: Threads → Share → Turn to Private, review this setting for each thread on your account
This helps protect conversations from becoming public
- ☐ **Delete Thread History**
Navigate to: Settings → Manage Account → Clear History
This deletes your history both on your device and online.