

Your data has a route

Where does information go when I use AI?

Use authorised information. Keep personal records in your own controlled workspace.

Task and minimum required information

Original, snippets and derived forms

Processing destinations

Owners and permitted access

Logs and backups

Evidence for retention and deletion

Policy and settings for the exact service

Use the example. Then test your own.

INVENTED TEACHING EXAMPLE

Three routes, different questions

Local: original → local preprocessing → local model → output, plus backups and logs. Cloud: approved information → remote endpoint → output, with service-specific retention and access. Hybrid: original remains local while selected excerpts or derived representations cross a boundary. No route is automatically certified private.

Before treating this as evidence

Record the real inputs, source version and acceptance rules. Compare observed outcomes with the requirement. Keep unknowns and failure consequences visible.

What did you observe?

What remains unknown?

What will you do next—and who owns it?

Method and references: [the web edition's sources and scope](#). This is a practical editorial worksheet, not a certification or validated assessment instrument.