# The 5-Minute AI Privacy Shield: Lock Down Your Chats

Exact toggles for ChatGPT, Gemini, and Claude, the red list of what NEVER to paste, and how to scrub data.

STEP 1 **The 3 Critical Settings**

- **ChatGPT (OpenAI):** Settings ➔ *Data Controls* ➔ Turn OFF **"Improve the model for everyone"**. (Your private questions will not train future GPT models).
- **Google Gemini:** Settings ➔ **"Gemini Apps Activity"** ➔ Turn OFF or Pause. *Note:* Conversations reviewed by human evaluators can be retained for up to 3 years unless disabled.
- **Claude (Anthropic):** Consumer chats are not trained on by default on paid plans; on free plans, verify under *Account Settings* ➔ *Privacy*.

STEP 2 **Use Ephemeral / Temporary Chats for Sensitive Tasks**

When drafting personal emails, handling medical bills, or sorting family paperwork:

- **In ChatGPT:** Click the model dropdown and select **"Temporary Chat"** (clock icon). It won't save to history or train models.
- **In Gemini / Claude:** Open an incognito session or delete the conversation thread immediately once finished.

WARNING **The Red List: NEVER Paste These**

- **Passwords, API keys, or home Wi-Fi credentials.**
- **Bank statements, credit card numbers, or full routing details.**
- **Patient names, complete medical charts, or prescription slips.**
- **Trade secrets, unreleased corporate IP, or client contracts.**
- **Social Security numbers, driver's licenses, or passports.**

TECHNIQUE **The 30-Second Scrubbing Prompt**

If you need an AI to edit an email or extract insights from a real document, paste this prompt first:

```
"Replace all real names with [Client], company names with [Company], financial amounts with [$Amount], and dates with [Date]. Then, summarize the 3 main action items from the following text:"
```

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TESTED BY HUMANS