The AI Memory Audit & Cleanup Checklist

How to inspect your hidden profile in Gemini and ChatGPT, delete sensitive data, and protect your personal privacy.

WHERE TO LOOK

1. Accessing your stored AI memory profile

- [ ] **Google Gemini (Web/App):** Click your profile icon > *Settings* > *Personal Intelligence* > *Memory summary*. Review categorized bullet points covering career, interests, routine, and family.
- [ ] **ChatGPT (OpenAI):** Navigate to *Settings* > *Personalization* > *Memory* > *Manage*. Inspect every discrete factual claim learned during past conversations.

⚠️ **The Toggle Trap:** Simply toggling off Memory stops the model from capturing new entries, but **does not delete old memories**. You must manually delete stored lines or select "Clear all".

RED FLAG LIST

2. High-risk details to delete immediately

- [ ] **Minors & Family Details:** Full names of children, schools attended, daily schedules, or pickup locations.
- [ ] **Health & Medical Records:** Personal diagnoses, prescription medication lists, or upcoming surgical dates.
- [ ] **Precise Location Data:** Exact residential street addresses, gate entry codes, or daily commute patterns.
- [ ] **Financial Details:** Primary banking institutions, salary brackets, credit limits, or password hints.

ACTION STEPS

3. 4-step monthly maintenance routine

1. **Monthly calendar check:** Set a recurring reminder on the first Monday of each month to audit newly accumulated memories.
2. **Generalize job titles:** Edit career notes to broad descriptions (e.g. *"Works in operations"*) instead of specific company names.
3. **Use Temporary Chats:** When researching sensitive health or financial questions, turn on Temporary Chat mode so no memory is retained.
4. **Audit connected apps:** Disconnect any third-party browser extensions or assistants that read your inbox or calendar in the background.

GOLDEN RULE

4. Pre-prompt sanitization habits

- [ ] **The Billboards Test:** If you would feel uncomfortable seeing a piece of information posted on a highway billboard, never paste it into a cloud chatbot.
- [ ] **Use generic placeholders:** Replace real names and figures with *[Client A]*, *[Brand X]*, and sample numbers before asking for analysis.

✓ TESTED BY HUMANS

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