

# What NOT to put into Claude at work.

Use Claude with confidence — without getting yourself in trouble.

## WHY THIS MATTERS

Claude is built for privacy and security, but that does not override your company's policies. Treat it like any other powerful work tool: great when used wisely, risky when you ignore the rules.

### 🚫 NEVER PUT THIS IN

- Secrets that would hurt the business if leaked (acquisitions, unreleased products, pricing changes, strategy memos)
- Regulated personal data (social security numbers, full medical records, highly sensitive HR data)
- Credentials and keys (passwords, API keys, private links that bypass auth)
- Anything your policy already bans from email or Slack

***"If it's 'do not email,' it's also 'do not paste into Claude.'"***

### WHEN IN DOUBT, REDACT

You can still use Claude on sensitive work by stripping identifiers first:

- Replace names with roles ("Client A," "Vendor B")
- Remove account numbers and IDs
- Summarize instead of pasting raw exports
- Use smaller excerpts instead of full documents

***"Claude does not need every detail to be useful."***

### ✅ GOOD USE, SAFE USE

- Drafts of non-sensitive emails and docs
- Summaries of already-public information
- Improving clarity and structure of your own writing
- Brainstorming options before you decide

### CHECK YOUR COMPANY'S RULES FIRST

Every workplace is different. Some teams are on Claude Enterprise with extra controls — and on Enterprise, your data is never used for training. On Free and Pro, check Anthropic's privacy settings. When in doubt, ask your security team before sharing anything sensitive.

**If you would not put it in an email that might get forwarded, do not paste it into Claude.**