

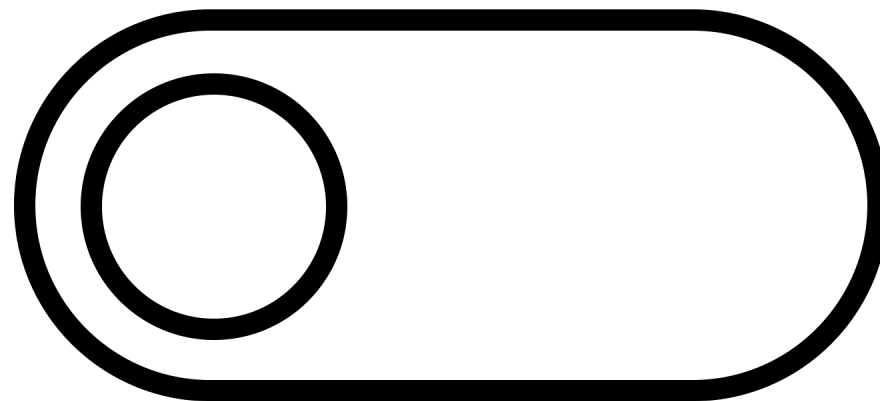
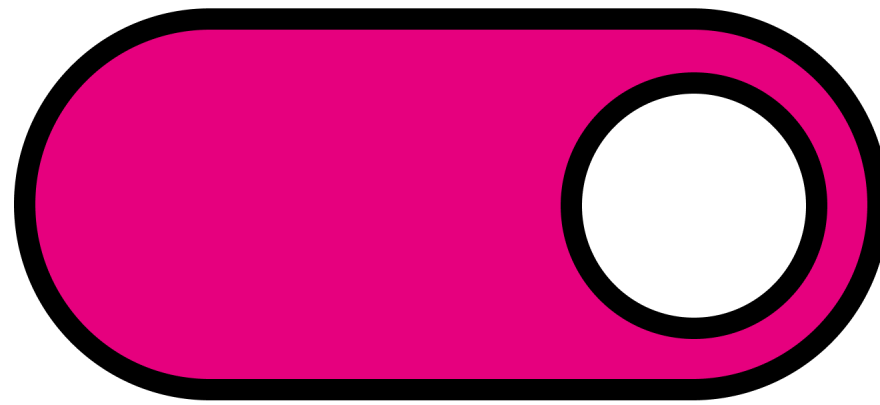
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CHATGPT
GOVERNANCE
CHECKS

SHOULD
I USE
CHATGPT?

PERMISSIBILITY

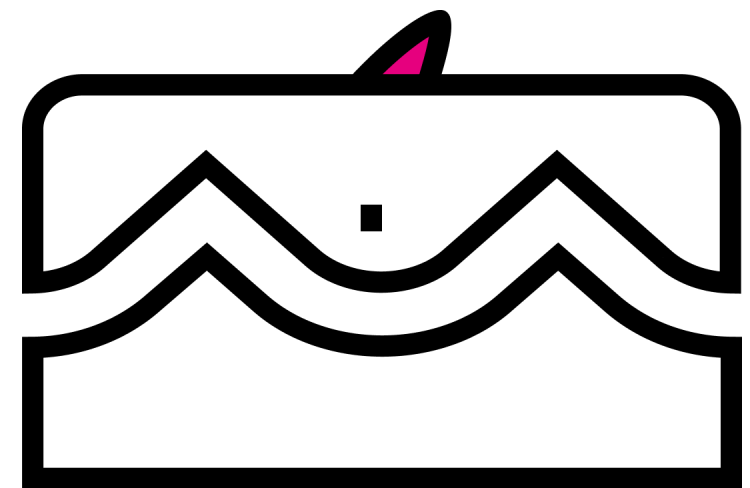
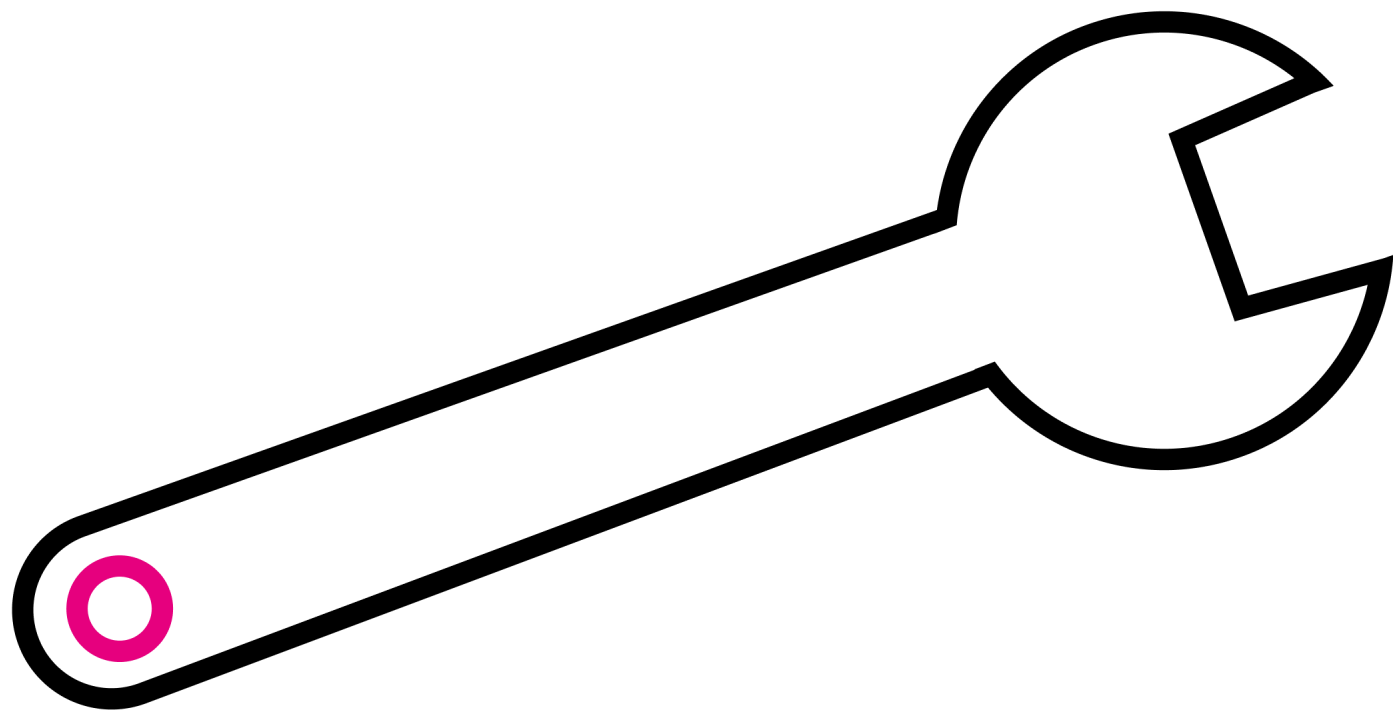
IS CHATGPT FORBIDDEN IN THIS PARTICULAR TASK?



Some businesses and public institutions explicitly prohibit the use of ChatGPT. Is the use of the tool permissible in your case? If it is for internal use, what are the internal policies?

SUITABILITY

IS CHATGPT THE RIGHT TOOL FOR THE JOB?



Are you using ChatGPT just because it's easy?
Are there other tools that are more suitable
for the task? For instance, ChatGPT is not
well suited for tasks requiring performing
mathematical calculations.

PRIVACY

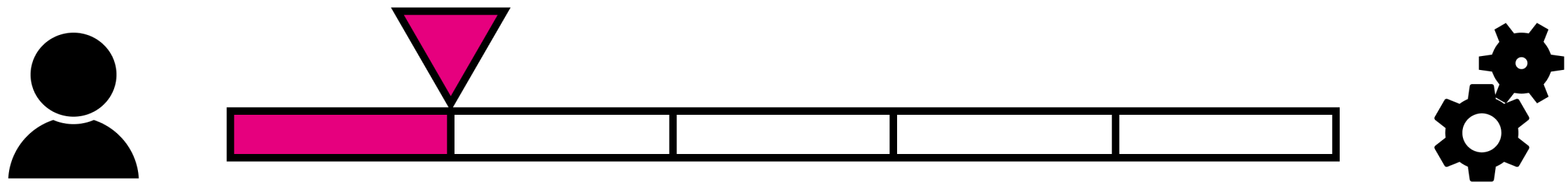
WILL YOUR PROMPTS CONTAIN CONFIDENTIAL INFORMATION?



Large language models like ChatGPT retain the prompts. In some cases, these prompts may be used to further train the system and impact its future responses. Did you ensure that you're not using any sensitive or confidential information in your prompts?

ACCOUNTABILITY

IS THERE A PROCESS FOR HUMAN APPROVAL OF THE CONTENT?

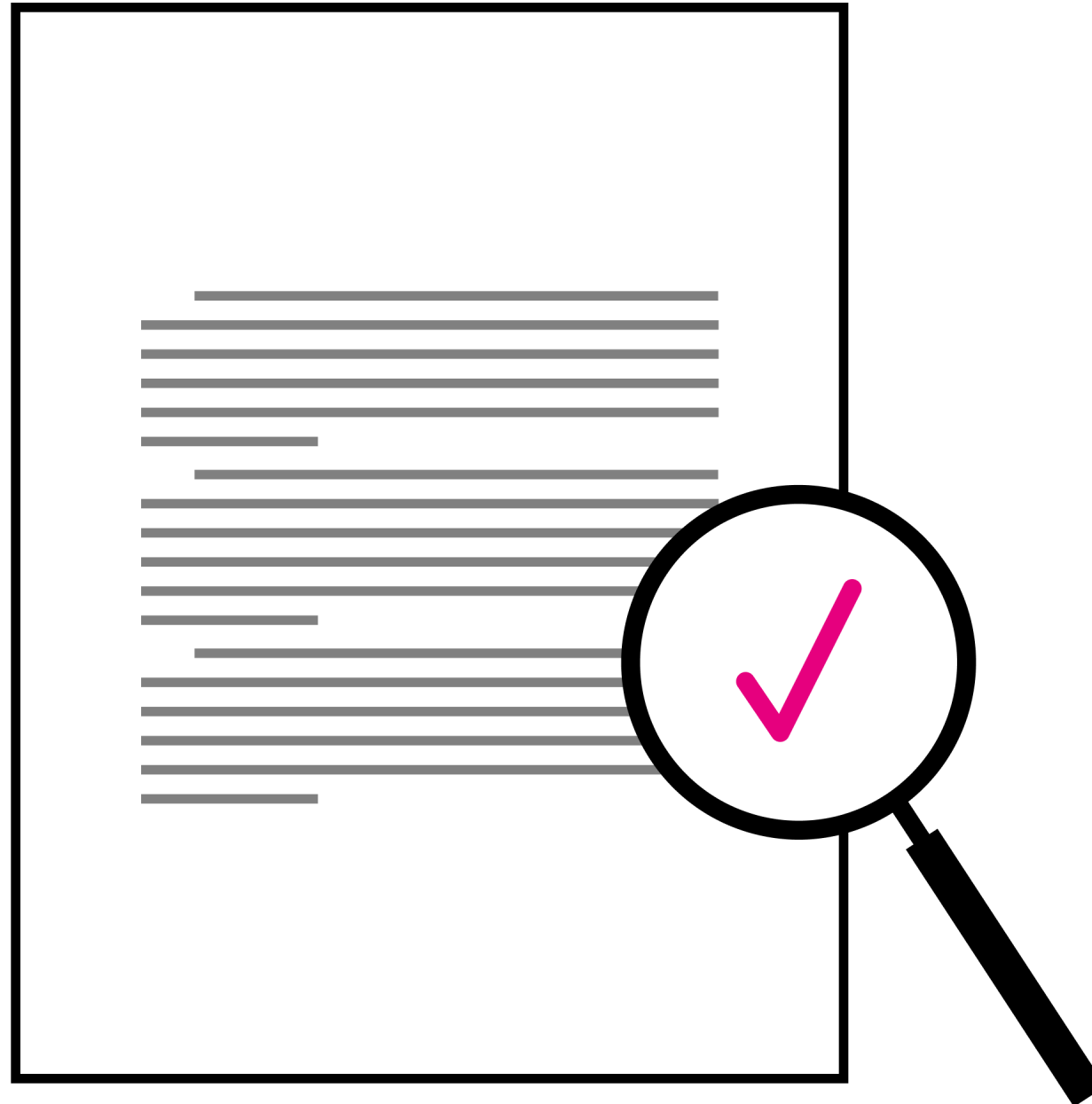


How much human input and accountability is there? Is there someone reviewing or modifying the outputs before they're shared or is the content generated autonomously with no explicit human review or approval?

WHAT TO KEEP
IN MIND WHEN
USING CHATGPT?

TRUTHFULNESS

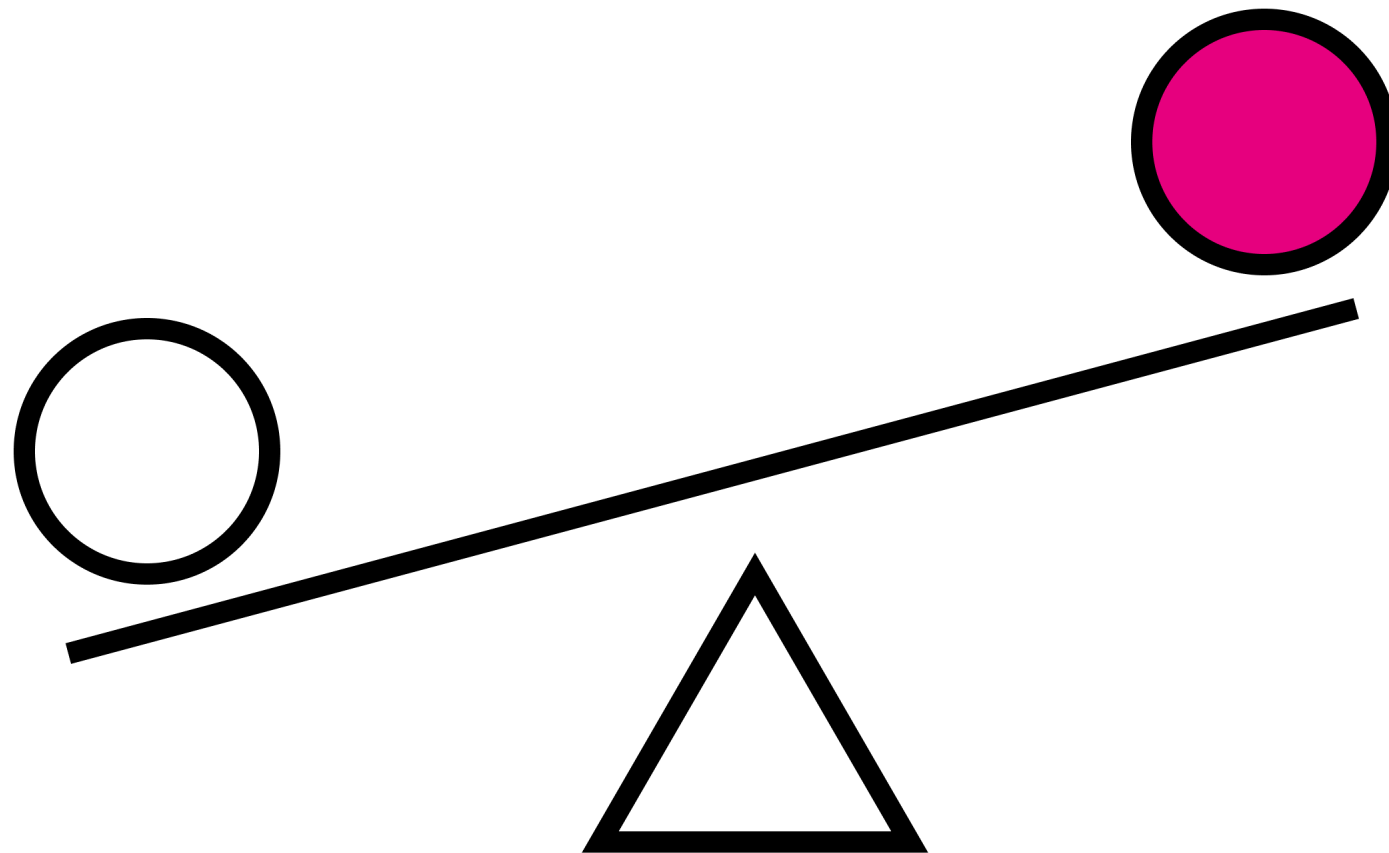
IS THE CONTENT FACTUALLY CORRECT?



ChatGPT does not have a notion of truth. Instead, it relies on associations between concepts. It does not know anything about the world past 2021. Are you checking the content generated for factual errors?

LACK OF BIAS

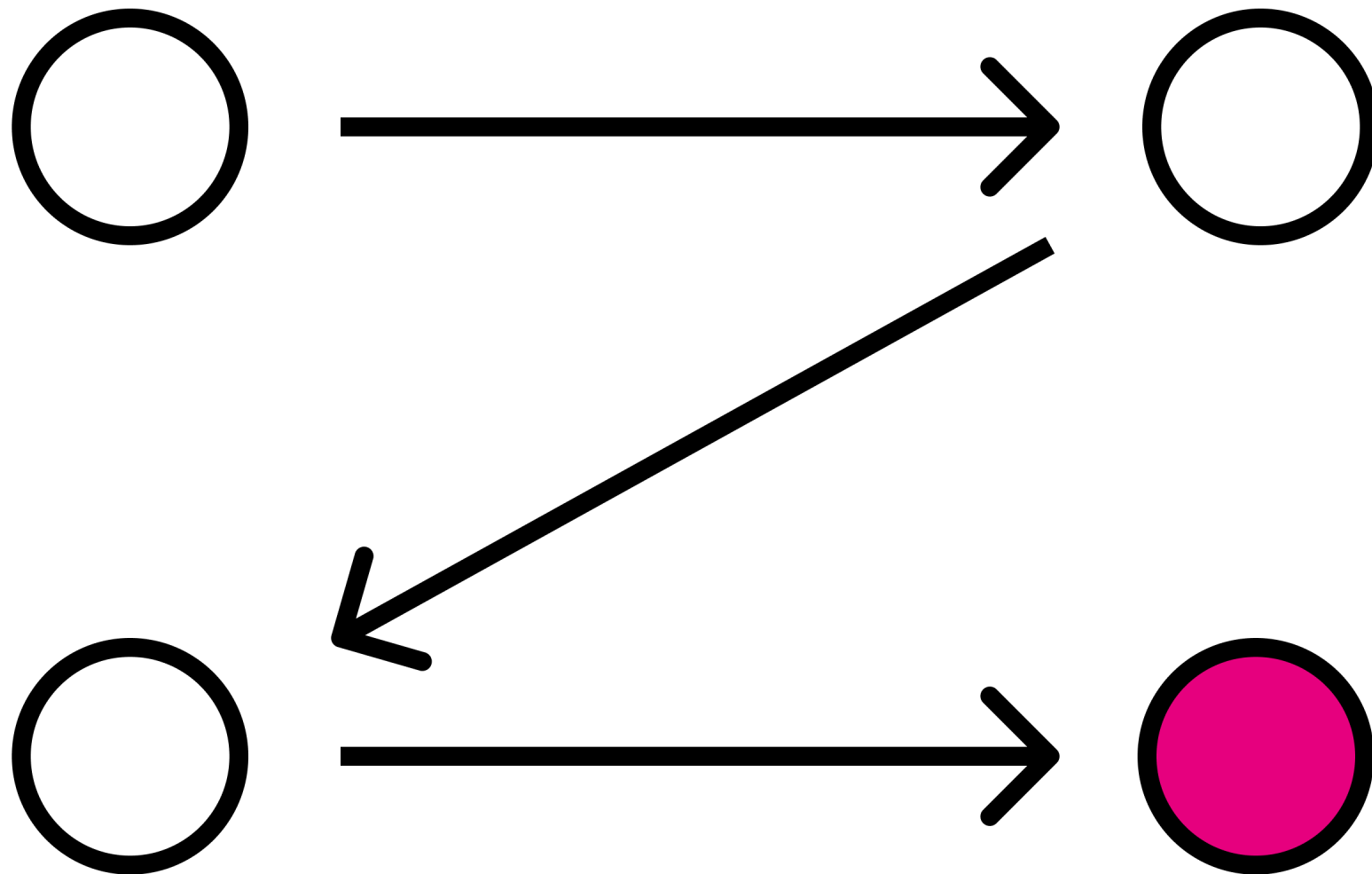
IS THE CONTENT ETHICAL AND FREE OF BIAS?



ChatGPT was trained on text written by humans. While its creators try to remove any biases, unethical or offensive language, it might still produce such content. Are you actively trying to debias and balance the content?

COMMON SENSE

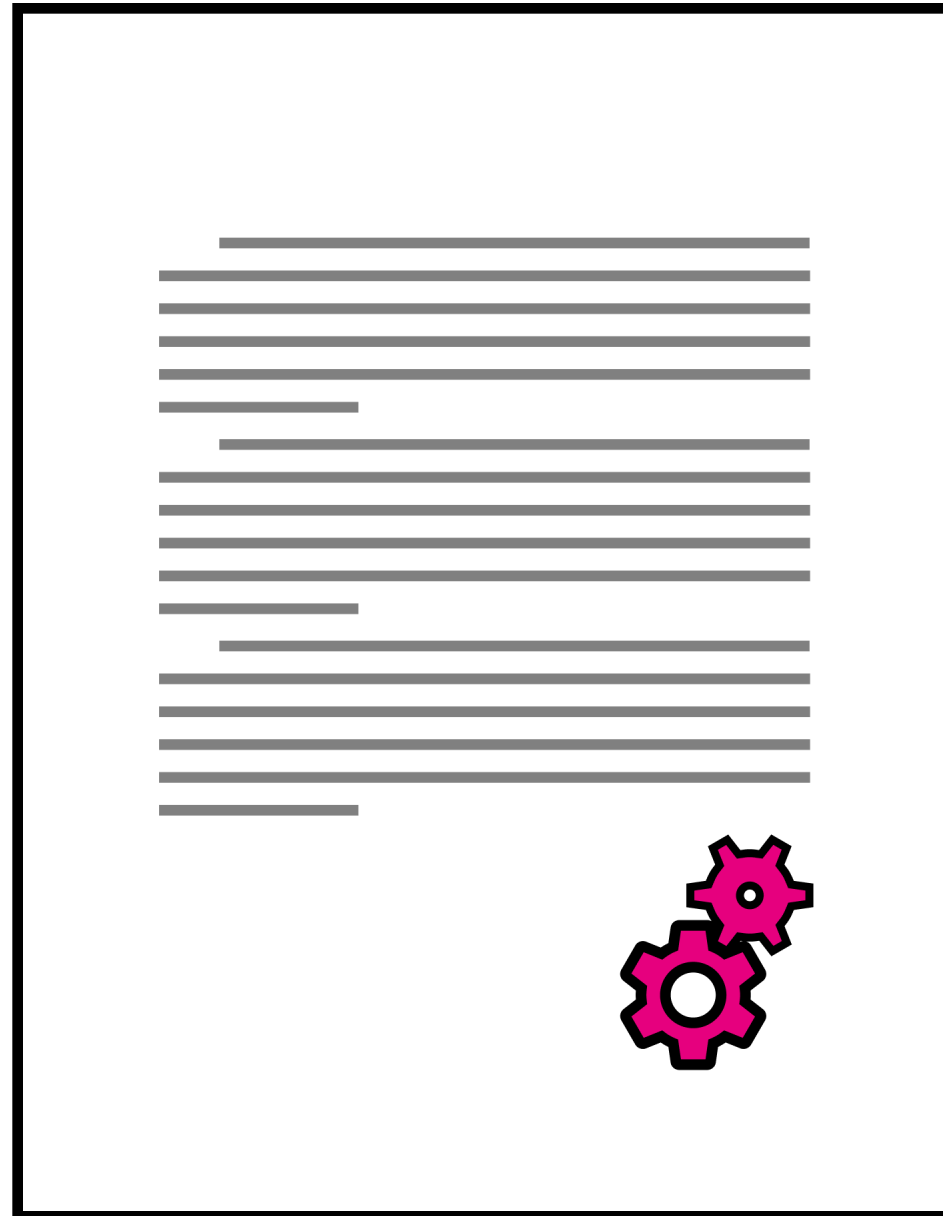
DOES THE CONTENT OVERALL MAKE SENSE?



ChatGPT can generate fluent and coherent text,
but the logic might be missing. Are you
checking the generated content for
consistency?

TRANSPARENCY

DID YOU ACKNOWLEDGE THE USE OF CHATGPT?

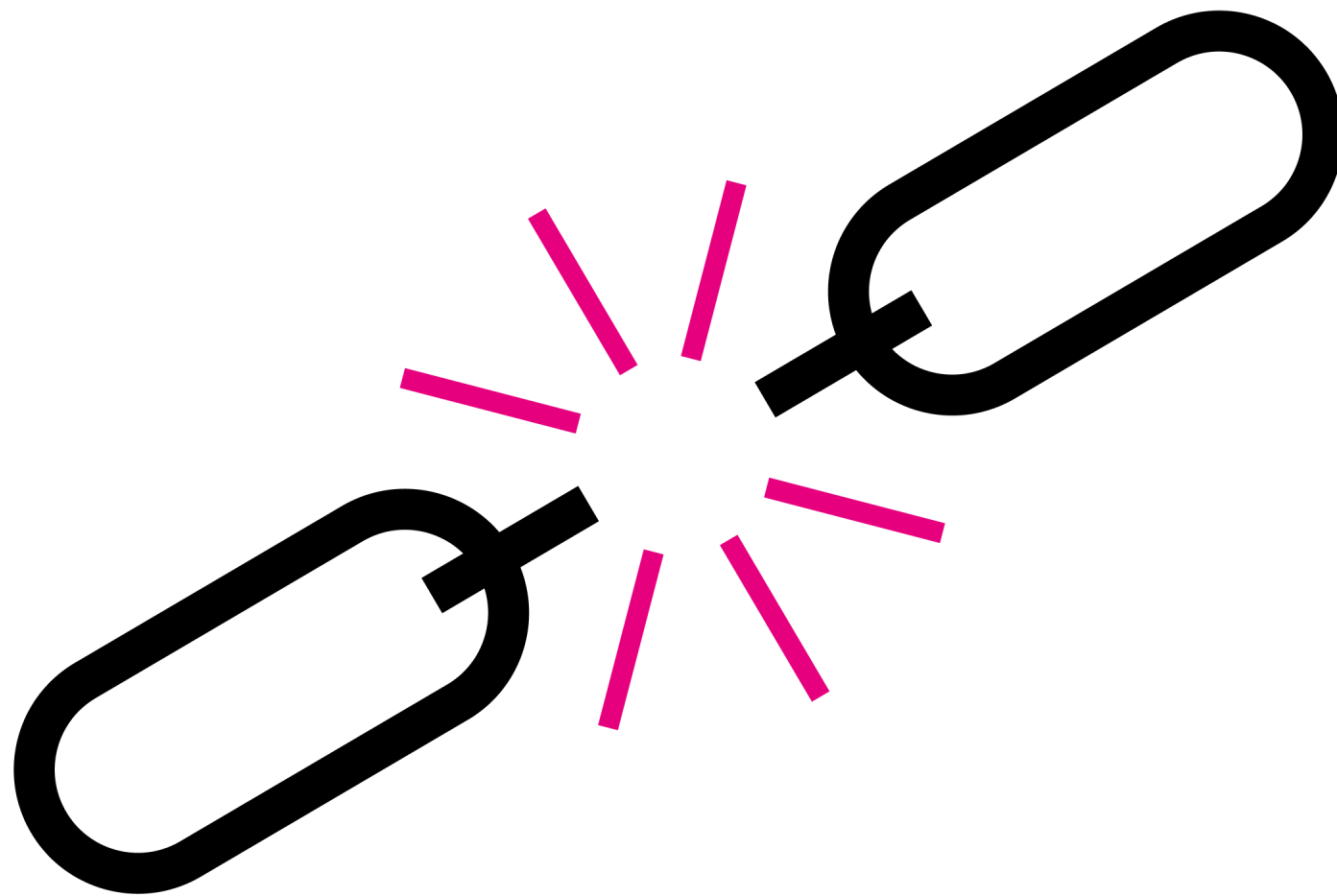


Just like with other forms of automation, it is appropriate, and sometimes required by law, to disclose the level of contribution of an algorithm. Make sure you are transparent about how you used ChatGPT in your work.

ONGOING CONSIDERATIONS

SELF-RELIANCE

DO YOU HAVE A BACKUP PLAN IF CHATGPT WAS NOT AVAILABLE?



ChatGPT is just a tool. Sometimes it might become unavailable. Are you able to maintain business continuity in case you are temporarily unable to use the algorithm or when you decide to stop using it completely?

ALERTNESS

ARE YOU ALWAYS ON THE LOOKOUT FOR SURPRISING OUTCOMES?



ChatGPT occasionally produces very surprising content. It can work well for long periods and then, suddenly, create undesirable outputs.

How are you maintaining your vigilance?

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