AI POLICY LOG · FREE CHECKLIST

AI data-use checklist

Seven checks before you put work or personal data into an AI tool, and the answer for each of the 25 tools we track. Every cell is copied from aipolicylog.com, which quotes each vendor's official pages. Not legal advice; a vendor's own page is the authority if a setting has moved.

The checklist

- ☐ **Know which plan you are on.** Personal, business, enterprise and API plans often have different rules. Every row below is per tool; the tool page splits it by plan.
- ☐ **Check whether that plan trains on your inputs by default.** See the "Trains by default?" column.
- ☐ **If it does, turn on the opt-out before you paste anything sensitive.** See the "Opt-out" column, and the step-by-step opt-out cheat sheet.
- ☐ **Check how long chats and files are kept, including after you delete them.** See the "Retention" column.
- ☐ **For confidential or regulated work, check zero data retention (ZDR) for your plan.** See the "ZDR" column and the ZDR-by-tool guide.
- ☐ **For health or personal data, check whether a BAA or DPA is described for your plan.** See the "BAA / DPA" column and the HIPAA, BAA and DPA guide.
- ☐ **Remember feedback exceptions.** Anthropic, xAI and Mistral each say feedback you send can still be used, and OpenAI says rating a reply can send that conversation for training even after you opt out.

The answers, tool by tool

TOOL	TRAINS BY DEFAULT?	OPT-OUT	BUSINESS / API EXCLUDED?	RETENTION	ZDR	BAA / DPA WORDING	CHECKED
ChatGPT	Yes (Free, Plus, Pro)	Yes, in settings	Yes, not trained by default	30 days after deletion; API up to 30 days	API only, for eligible customers	Wording	2026-11-25
Claude	Yes, unless you opt out (consumer)	Yes, Model Improvement setting	Yes, not trained by default	Deleted chats 30 days; up to 5 years if allowed	API, by arrangement (Legacy ZDR or EFS ZDR)	Wording	2026-11-25
Gemini	Yes (Gemini Apps, 18+)	Yes, turn off Chat content training in Gemini History	Yes (Workspace)	Reviewed chats up to 3 years	Not stated publicly	Wording	2026-11-27
Microsoft Copilot	No (current app and Microsoft 365)	Not needed	Yes	Admin-set (Microsoft 365)	Not stated publicly	Wording	2026-11-18
GitHub Copilot	Yes (Free, Pro, Pro+, Max)	Yes, in Copilot settings	Yes	Not stated publicly	Provider-side ZDR (OpenAI; Anthropic GA features)	Wording	2026-11-18
Cursor	Only with Privacy Mode off	Yes, turn on Privacy Mode	Admin can enforce Privacy Mode	ZDR with providers in Privacy Mode	Yes, in Privacy Mode	Not stated	2026-11-18
Perplexity	Yes (Free, Pro, Max)	Yes, in Preferences	Yes (Enterprise, API)	Enterprise files 7 days	API, by agreement	Wording	2026-11-21
Notion AI	No	Not needed	Yes	30-day restore window, then deleted	Most models	Wording	2026-11-18
Slack	No (generative AI) without opt-in	Global models: email request	Yes	Workspace settings	LLMs keep no data after a request	Wording	2026-11-18
Zoom AI	No	Not needed	Yes	Admin-set transcript retention	Third-party providers	Wording	2026-11-18
Apple Intelligence	No, opt-in only	Not needed (opt-in)	No separate plan	Private Cloud Compute keeps nothing	Private Cloud Compute (by design)	Not stated	2026-11-18
Amazon Bedrock and Amazon Q	No (Bedrock); Q Free tier may	Yes (Q Developer Free tier)	Yes	Configurable per account/project	Yes, Bedrock "none" mode	Not stated	2026-11-25
Meta AI	Yes	Not stated publicly	No business plan	Not stated publicly	Not stated publicly	Not stated	2026-11-18
Grok	Yes, unless you turn it off	Yes, "Improve the model"	Yes (Business, Enterprise, API)	30 days after deletion; API 30 days	API, team-wide	Not stated	2026-11-18
DeepSeek	Yes (stated purpose)	Right exists; steps not public	Not stated publicly	Not stated publicly	Not stated publicly	Not stated	2026-11-18
Mistral	Yes (Vibe Free, Pro, Teams, Student)	Yes, separate Vibe and API toggles	Yes (Vibe Enterprise)	30 rolling days	API, paid plans	Not stated	2026-11-18
Grammarly	Yes (individual accounts)	Yes, in account settings	Partly: on for website-bought teams	Not stated publicly	Not stated publicly	Not stated	2026-11-18
Otter.ai	Yes (de-identified data)	Yes, Feedback and Training	Yes (Enterprise)	Not stated publicly	Not stated publicly	Wording	2026-11-18
Adobe Firefly	No (except Adobe Stock submissions)	Not needed	Yes	Not stated publicly	Not stated publicly	Not stated	2026-11-18
Canva	Individual accounts: managed in privacy controls	Yes, privacy controls	Yes	Not stated publicly	Not stated publicly	Not stated	2026-11-18
Salesforce Agentforce	No (currently)	Not needed	Yes	Per underlying Salesforce services	Third-party LLMs	Wording	2026-11-18
Intercom Fin	Anonymized data for Fin fine-tuning	Yes	Business product; providers barred	Opt-out data deleted within 30 days	Third-party providers	Wording	2026-11-18
Together AI	No (opt-in only)	Not needed (opt-in)	Yes (all accounts)	Stored unless ZDR is on	Yes, organization-level	Not stated	2026-11-18
OpenRouter	Depends on the provider	Pick non-training providers	Depends on the provider	Varies by provider	Some providers	Wording	2026-11-18
Figma AI	Yes (Starter, Professional)	Yes, admins	Yes (Organization, Enterprise)	Not stated publicly	Not stated publicly	Wording	2026-11-18