Keep your personal details private



Learn what to keep out of an AI chat, and simple ways to hide details before you share anything.

By the end, you'll be able to:

- recognise personal details
- hide details before you share a letter, photo or screenshot
- know where to find an AI app's privacy settings

Warm-up What would you never tell a stranger?

Talk about it with your group. Sharing something with AI is a bit like telling a stranger.

1 Keep it out, or fine to share?

	Keep it out	Fine to share
Your full address		
The town you live in		
Your bank account number		
Any password or PIN		
Your date of birth		
What's wrong with your boiler		
The name of your energy company		
Your NHS number or health record number		
A photo of your front door, with the house number		
A favourite recipe		

2 How to hide details

- **On paper:** fold the letter, or cover details with a sticky note, before you take a photo.
- **Screenshots:** crop out the parts you don't need.
- **Typing:** copy or type out only the parts you need help with.
- **PDFs:** black boxes don't always hide the words underneath. Print it and cover the details instead.

3 Rewrite it safely

Jean wants AI's help with a letter. Rewrite Jean's message so it still makes sense, but has no personal details.

JEAN'S MESSAGE

Hi, I'm Jean Smith from 4 Mill Lane, Anytown. I was born on 3 May 1951. Can you help me write to my bank about a payment I don't recognise on account 1234 5678?

4 Find the privacy settings

If you have a device, open your AI chat app and look for its **Settings**. It's often behind your name, your picture, or a ≡ or ··· button. Tick what you can find:

□ Turn chat history on or off

□ Stop your chats being used to improve or train the AI

□ Delete old chats

Write down where you found them, so you can find them again.

No device? With a partner, think of three things you'd ask AI about, and check: does each one need any personal details at all?

Remember: AI only needs the details that help with your question. If in doubt, leave it out.

Find out more: read the free step-by-step guide at **nosebleed.si/basics/hide-personal-details**

Teacher notes: Keep your personal details private

Time: 45 to 60 minutes

Level: beginners; no AI experience needed

Group: any size; works well in pairs

You'll need: a copy per learner; phones or tablets with an AI chat app (optional)

Before the session

Settings change from app to app, and over time. Look at the settings in the app your group will use before the session, so you can help learners find them.

Running order

5 min	**Warm-up.** What we'd never tell a stranger.
10 min	**Part 1.** Sort the details, then compare.
15 min	**Parts 2 and 3.** Ways to hide details, then rewrite Jean's message.
15 min	**Part 4.** Find the privacy settings, or the pairs activity.
5 min	**Wrap-up.** If in doubt, leave it out.

Answers: Part 1

Keep it out: full address, bank account number, any password or PIN, date of birth, NHS or health record number, a photo showing your house number.
Fine to share: your town, what's wrong with your boiler, your energy company's name, a recipe.

A good discussion: your first name on its own is usually fine, but leave out anything that isn't needed.

Answer: Part 3 (example)

"Can you help me write a short, polite letter to my bank about a payment on my account that I don't recognise? Please leave spaces for me to add my name and account details."

Discussion points

- Leave gaps, like [my name], and fill them in yourself after you've copied the letter out of the chat.
- Look for settings about chat history, training, and deleting chats. The names vary between apps.

Safety notes

- If anyone has already shared bank details in a chat, or with a scammer, they should contact their bank straight away.

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