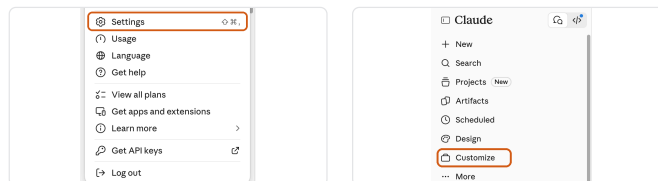


Set up Claude with privacy in mind

Four checks, about ten minutes. This is for your own Claude account. These settings reduce risk. They do not make a personal account an approved place for confidential board or company information.

Start here: find your settings

Click your name or initials at the bottom left, then Settings.
Connectors live under Customize in the side menu.

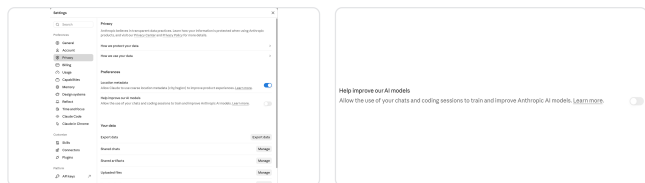


1 Stop your chats being used to improve the AI

Do this:

- Go to Settings, then Privacy.
- Switch off "Help improve our AI models".

Why: Anthropic can use your chats to improve its AI. Switching this off keeps your chats out of future training. It can't undo past training. Avoid the thumbs up and thumbs down icons at the bottom of a reply: pressing one sends the whole chat to Anthropic.

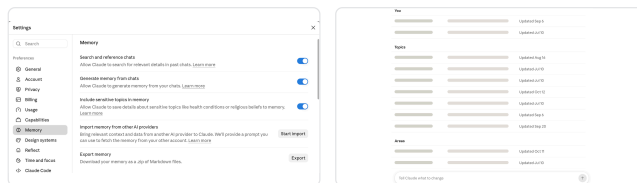


2 Decide what Claude remembers

Do this:

- Go to Settings, then Memory.
- Read the list of what Claude holds. To remove something, tell Claude what to change in the box at the bottom.
- To stop it, switch off "Generate memory from chats".

Why: memory builds a picture of you. That makes Claude more useful and means it holds more about you.

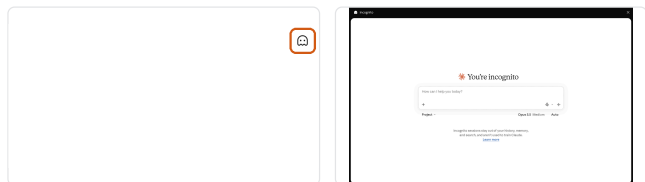


3 Use an incognito chat for private questions

Do this:

- Start a new chat, not inside a project.
- Press the ghost icon at the top right.

Why: an incognito chat is not saved to your history or memory and is not used to improve the AI. The company still keeps a copy for 30 days by default. Use it when you'd rather Claude didn't remember a question, such as a health query or how to handle a difficult conversation. Keep board and company material out of it, even here.

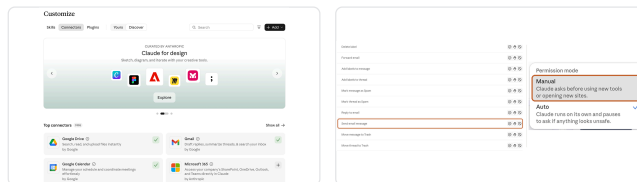


4 Connect with care, and keep control

Do this:

- Keep board or company emails in a separate account it can't reach.
- Connect one at a time, and only if it saves real time.
- Under Tool permissions, set anything that sends, shares, edits or deletes to "Needs approval" or "Blocked". "Blocked" means Claude never does it.
- Set the mode to "Manual" so Claude asks before it acts.
- Disconnect anything you've stopped using. It doesn't erase what is already in your chats.

Why: once you connect your email or diary, Claude may be able to reach sensitive information in that account, board papers included, depending on the permissions you give.



Check again once a month

Put a reminder in your diary for the first Monday of each month. Check the privacy setting is still off, review what is connected and read what Claude remembers. This prompt helps with the last one:

What do you remember about me? List it all, grouped by topic, and flag anything that looks sensitive.

Also: Claude has no password of its own, so protect the account you sign in with (Google, Apple or email) using a strong password and two-step sign-in. Keep your devices locked. **Using a company account?** Your administrator controls many of these settings, so ask them how yours is set up.