

CIAO

A practical framework for safe and ethical everyday AI use

Confidentiality · Integrity · Accountability · Originality

Version 1.1 · September 2026 · D. E. Crombie

ABSTRACT

Generative AI tools are now part of daily communication, research and decision making, yet most guidance for their safe use is written for institutions rather than individuals. This document sets out CIAO, a four part framework adapting the confidentiality and integrity principles of information security to everyday generative AI use, extended with accountability and originality to address two questions AI specifically raises: who is answerable for AI assisted work, and whose thinking it actually represents. Each principle is presented as a practical risk, a concrete action, and a short cautionary note, followed by a checklist intended to take under a minute to run through before sending, posting or acting on AI assisted output. The framework is aimed at everyday users of consumer AI tools, at home, at work and on personal devices, and is released for free use and adaptation under a Creative Commons licence.

Background. Confidentiality and integrity are drawn directly from the CIA triad long used in information security. Availability, the third member of that triad, matters less here, if a chatbot is unavailable you simply use another one. What generative AI puts at risk instead is accountability and originality, and this framework extends the triad accordingly rather than replacing it.

The Four Checks

Confidentiality · Integrity · Accountability · Originality

C CONFIDENTIALITY What you type can travel

RISK	ID photos, bank details, medical notes, other people’s messages.
DO	Check your privacy settings for a training or data-sharing opt-out.
NOTE	Assume anything you paste could be read by someone else.

I INTEGRITY It sounds sure even when it’s wrong

RISK	Confident wrong answers, dead links, bad legal and health tips.
DO	Check anything that costs money, time or health at a real source.
NOTE	Asking it again is not checking. It will just agree with you.

A ACCOUNTABILITY It’s your name on it

RISK	You own the emailed mistake, the bad advice, the wrong number.
DO	Read it in full before you send, sign, post or act on it.
NOTE	“The AI wrote it” is not a defence at work or in law.

O ORIGINALITY Keep your own voice

RISK	Generic writing, borrowed ideas, and thinking you stop doing.
DO	Draft the gist yourself. Use AI to sharpen, not to replace you.
NOTE	If it doesn’t sound like you, it probably isn’t yours.

Before You Hit Send

Four questions, ten seconds.

- [C] No private details about me or anyone else went in
- [I] I checked the facts, links and numbers myself
- [A] I’m comfortable owning every word as my own
- [O] The idea and the voice are still mine