Before you paste information

Choose a small, permitted sample. A useful experiment does not need someone else's private details.

- [ ] **Name the purpose**

  What one task needs help? Send only the information necessary for that task, if you are allowed to share it.

- [ ] **Prefer fictional practice**

  Use made-up names, numbers, and situations while learning. Check that the example contains no real private details.

- [ ] **Remove sensitive material**

  Keep passwords, account numbers, personal records, and confidential work out. Removing a name alone may not remove identifying details.

- [ ] **Check the destination**

  Know which app or service will receive the text, what it keeps, and which account you are using. Check its current settings and rules.

- [ ] **Check permission and limits**

  Follow your workplace or organization's rules. If sharing is uncertain, stop and ask an appropriate person before pasting.

- [ ] **Keep a way to verify**

  Keep the original source unchanged. Plan how you will check the result without sending more private information.

My fictional sample, or the permission I still need to check:

Optional review by: _____ Date: _____

This aid supports a checking habit; it cannot certify an answer or remove the consequences of using it.