

APPROVED AI TOOL & USE-CASE REGISTER

Working register for exact products, workspaces, data permissions and review dates

HOW TO USE THIS REGISTER

Record the exact AI product, plan/workspace and intended use - not merely a brand name. Delete sample rows before live use. Review after material supplier/feature changes and at the stated review date.

Approval statuses

Status	Meaning
Approved	Use is approved for the recorded purpose/data/controls.
Restricted	Use is allowed only within the recorded limits.
Pending	Do not use for real data until the missing approval facts are resolved.
Prohibited	The use is not permitted.

Tool & use-case register

ID	Product / plan / workspace	Business purpose / use case	Data categories allowed	Status	Owner	Key settings / controls	Evidence / DPA / terms	Review date
AI-001	[Exact product]	[e.g. public research]	[public only]	[Approved]	[Name]	[MFA; training off; no connectors]	[link/ref]	[date]
AI-002	[Exact product]	[e.g. email drafting]	[limited approved context]	[Restricted]	[Name]	[human approval before send]	[link/ref]	[date]
AI-003	[Exact product]	[e.g. payroll analysis]	[personal/financial]	[Pending]	[Name]	[TBC]	[TBC]	[date]

Supplier & configuration evidence

Register ID	Question	Evidence / answer	Owner / date
[AI-001]	Where is information processed?	[]	[]
[AI-001]	Retention and deletion, including backups?	[]	[]
[AI-001]	Training/evaluation/human review use?	[]	[]
[AI-001]	Subprocessors / integrations?	[]	[]
[AI-001]	Business admin, MFA, roles and leaver controls?	[]	[]
[AI-001]	DPIA required? Decision and reason?	[]	[]
[AI-001]	International transfer position / safeguards?	[]	[]
[AI-001]	Material action permissions? Limits / human gates / rollback?	[]	[]

Quarterly review log

Review date	Items reviewed	Changes identified	Actions / owner	Next review
[date]	[]	[]	[]	[date]

CONTROL POINT

If an AI supplier changes its terms, retention, training setting, connectors, action permissions or security model, review the affected use case before assuming the old approval still applies.