



AI in your business, no surprises.

12 checks before you put AI into your small business, plus a one-page AI-use policy, ready to fill in.

For business owners in Puerto Rico who want AI doing the work, not causing headaches.

12 checks before you start

Tick the ones you already have. The rest is your to-do list.

// BEFORE YOU START

- ☐ 01 I know exactly which problem I'm solving: not "use AI", but "answer the DMs at night".
- ☐ 02 I know which data the AI will touch, and which must **never** leave the business.
- ☐ 03 One person on the team owns the tool and answers for it.

// DATA & SECURITY

- ☐ 04 My customers' data travels encrypted and is **not** used to train third-party models.
- ☐ 05 I know where the data lives (vendor and country) and who else can see it.
- ☐ 06 A human reviews what the AI sends before it touches money, health, or anything legal.
- ☐ 07 The AI never pretends to be a person, it identifies itself to the customer.

// OPERATIONS

- ☐ 08 I know what it costs per month, including the spikes.
- ☐ 09 I know what happens if the tool goes down on a Friday at 6 pm, and who handles it.
- ☐ 10 I can measure whether it worked: time saved, leads answered, sales closed.
- ☐ 11 My team knows what to ask the AI for and what to always verify.
- ☐ 12 I have a written policy, even a one-pager. (→ p. 2)

One-page AI-use policy

Template. Fill it in with your team, sign it, and post it where everyone sees it.

1 • PURPOSE

At _____ we use AI for _____ and **not** for _____.

2 • APPROVED TOOLS

_____. Anything else needs sign-off from _____.

3 • DATA THAT NEVER GOES INTO AN AI

Card or ATH Móvil numbers • social security • medical records • passwords • _____

4 • WHO USES WHAT

Role	Tool	Allowed data
_____	_____	_____
_____	_____	_____

5 • MANDATORY HUMAN REVIEW BEFORE

Sending quotes • answering a complaint • anything about money, health, or legal • _____

6 • TRANSPARENCY

The AI always identifies itself as AI when talking to a customer. It never pretends to be a person.

7 • IF SOMETHING GOES WRONG

Tell _____ the same day. Keep the conversation. Delete nothing.

8 • REVIEWING THIS POLICY

Every ____ months. Owner: _____

Signature: _____ Date: ____ / ____ / _____

Informational template, not legal advice. The full version (roles, audit trail and continuous updates, approvable by your counsel) is what we build with **Política de IA**.

Want the full policy, or to train your team to use it? Write us: hello@wupli.ai • wupli.ai