SHADOW AI UNDECLARED USAGE

The tools nobody approved and everybody uses

LEVEL	Organisation
DURATION	1h - 2h
USE	Periodic sweep
TRACK	Toolkit

OBJECTIVE Flush out the AI tools used outside any framework, sort them, and decide for each whether it enters the policy (ACF-O4) or stops. This card covers tools that assist a person, not agents that decide: those belong to the next card.

1 THE RULE · LOOK FOR THE USAGE, NOT THE CULPRIT

WHY USAGE HIDES

Someone who saves 2hours a day does not give it up because a memo forbids it, they stop mentioning it. The sweep therefore runs with no sanction announced, otherwise it measures people's caution rather than their practice.

WHAT IS MEASURED

Three things only: which data leaves the organisation, which act reaches a third party unreviewed, and which work already depends on a tool nobody maintains.

2 TO BE FILLED IN

USAGE SURFACED	WHO	DATA EXPOSED	DECISION

3 CHECK WHEN RE-READING

THE FIGURE THAT MATTERS

Not the number of tools found, but the number of uses stopped with nothing put in their place.

THE FREQUENCY

The sweep is repeated, because usage re-forms. A single sweep gives a snapshot; two give a trend, which is the only useful thing.

Banning without offering an alternative does not remove the usage, it moves it out of sight.

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