



Before You Upload: What Should You Remove?

Goal: make an informed decision before sharing a file with an external service. Suggested time: 10 minutes. Practise with a fictional document, never a real sensitive file.

First ask whether uploading is necessary. A general description or short non-sensitive excerpt may be enough. Minimize data before considering additional settings.

Review visible content: names, email addresses, phone numbers, addresses, identity and account numbers, grades, health records, client or contract details, passwords and access keys. Do not share information you lack authority to disclose.

Review hidden or less obvious content: comments, tracked changes, author properties, hidden sheets, attachments, and images showing names or faces. Save a separate practice copy and inspect it again after export.

Replace private information with clearly fictional examples. Changing only a name may be insufficient when the remaining context identifies someone.

Review the service: retention and usage practices, organizational rules and access. If you do not understand the implications or lack permission, do not upload. This checklist cannot eliminate every risk.

Fictional example: a classroom activity table contains a student's name, grade and health note. A practice copy removes these details and retains only the general exercise. When health information is essential, consult the responsible person rather than sending it to a general tool.

Checklist: ☐ Sharing is necessary. ☐ I have authority. ☐ I checked text and images. ☐ I removed unnecessary comments and changes. ☐ I reviewed the exported copy. ☐ I understand the service's limits. Decision: share the limited copy / find an alternative / stop.

Do not send sensitive files through this site's contact form. The exercise builds a habit of data minimization; it is not a legal review or a guarantee of complete safety.

In a local-knowledge session, do not upload participants' names, phone numbers, voices or home coordinates. Use general notes they have reviewed and permitted. Removing a name is insufficient when other details identify someone.

Human-Centered AI — DJAIRI. Version 1.1. Educational resource with human review; not field-tested with learners.