

The AI Exposure Register

Every AI system running in your business, on one page. Three example rows show the level of detail. Delete them once you have real ones.

AI tool or system	Where it is used	Who approved it	What data it touches	Personal or company account	BAA or DPA on file	Who reviews the output	What happens if it is wrong
Zendesk AI triage	Support, ticket routing	J. Alvarez, VP Customer Experience	Customer tickets, contact details	Company	Yes	CX ops lead, weekly sample review	Misrouted tickets and SLA slips, owned by CX ops
ChatGPT, personal account	Marketing, campaign drafts		Customer segments pasted into prompts	Personal	No		
Invoice-matching prototype, AI-built	Finance operations		Vendor invoices, bank references	Company	Unknown	Built by an analyst, self-reviewed	

Leave blanks blank. A blank cell is data. Count the rows with two or more blanks. That number is your exposure.

How to run it in about 20 minutes

1

Start from memory.

Set a timer for 20 minutes. Write down every AI tool and AI-built system you can name without asking anyone: the tools you pay for, the free accounts, the prototypes a team built with AI dev tools. The gap between memory and reality is part of the finding.

2

Ask each function head.

One question, two parts: what does your team use, and what has your team built. Keep the tone curious, not investigative. You want honest rows, not defensible ones.

3

Fill all eight columns for every row.

Names, not departments. IT is not an approver, a person is. If approval lives in an old email thread, the name on that thread goes in the column.

4

Leave blanks blank.

Do not guess and do not chase answers yet. A blank cell is data. Guessing destroys the reading.

5

Count the rows with two or more blanks.

Those are systems running in your business without governance. Blanks in the data column or the BAA and DPA column go to the top of the list.

Reading the results

A complete row is a managed system.

A row with blanks in approval and review is an unmanaged system, whatever the tool costs.

A blank in the data column is the most expensive kind of unknown. IBM's 2025 breach research found 1 in 5 organizations were breached through shadow AI, adding an average of \$670K per incident.

If the register is hard to complete, that is not a tooling problem. It means the approved path is slower than your teams' need. Fix the path, not the people.



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