# Shadow AI: find it, then govern it, don’t ban it

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## IN BRIEF

**For:** COOs, CIOs and CEOs who suspect their people are already using AI tools nobody approved

- Shadow AI is almost certainly in your company already, so the question is whether you can see it.
- A ban sends the work onto personal accounts, out of your sight.
- Ask your team leads what is in use, list each tool on one line, and let the COO or CEO decide which data may go where.

## FIGURE 1. WHAT EACH LINE ON THE LIST SHOULD HOLD

| | What to ask | What it tells you |
|---|---|---|
| **The tool and the account** | Which tool, and is it a company account or a personal one? | Whether you could ever see or switch it off |
| **The people and the job** | Who uses it, and for what? | What the business is actually getting from it |
| **The data** | What goes in: customer, employee, financial or health records? | How serious it is |
| **What it can do** | Does it only answer, or does it send, change or move things? | Whether it needs a person approving |
| **The owner** | Who is responsible for it? | Who gets the call when it breaks |
| **The decision** | Allow, move, engineer or stop | What happens next |

## WHAT TO DO THIS QUARTER

1. **Ask before you hunt.** Ask each team lead what AI tools their people use.
2. **List every tool.** The tool, the account, the data, the owner and the decision.
3. **Name the owner.** One person keeps the list current.
4. **Count again every month.** Treat the list as a living record, not a one-time audit.

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The full article: resolon.com/insights/shadow-ai-find-it-then-govern-it

To tailor this to your meeting, paste the Markdown into ChatGPT, Copilot or Claude: resolon.com/insights/shadow-ai-find-it-then-govern-it.md