

# Client Confidentiality & Artificial Intelligence (AI) Use Notice

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As part of legal representation, attorneys take steps to protect client confidentiality and preserve the attorney-client privilege. Attorney-client privilege generally applies only to confidential communications between a client and a lawyer for the purpose of obtaining legal advice. Sharing information with third parties may waive those protections.

## 1. Communications with counsel

Communications directly with an attorney or their staff are generally intended to be confidential, including:

- Emails and calls with the attorney or staff
- Meetings
- Documents shared through secure channels provided by counsel

## 2. Sharing information with third parties can waive privilege

Information disclosed to third parties may lose confidentiality protections, including:

- Copying non-lawyers on emails
- Forwarding legal advice to others
- Discussing legal matters with friends or colleagues
- Posting about a matter online
- Uploading documents to public or shared platforms

### **3. AI tools and online platforms are usually third parties**

Consumer artificial intelligence tools and other public online services are third-party vendors, not attorneys. Information entered into these systems may be stored, processed, or retained and may not be confidential or protected by attorney-client privilege.

Please do not:

- Paste facts about a legal matter into consumer AI systems
- Upload contracts, evidence, or communications
- Ask AI tools to analyze or draft materials related to a legal case

### **4. Consumer vs. firm-approved or enterprise tools**

Consumer or public tools operate under broad vendor terms and may retain or process user data. These uses are generally treated as disclosure to a third party. Attorneys may, in appropriate circumstances, recommend controlled or enterprise-grade systems that operate under contractual confidentiality protections. Unless specifically instructed otherwise in writing by counsel, assume that public or consumer AI systems are not confidential.

### **5. When in doubt**

If unsure whether a tool or platform is appropriate for sensitive information, consult legal counsel before using it.

#### **Practical rule of thumb**

If you would not say it out loud to a stranger, do not type it into a public website or AI tool.