

# AI Starter Kit (Vendor-neutral)



Safe everyday AI use for NZ businesses: practical use cases, data rules, and a mini acceptable use policy template.

Last updated: 2026-02-20 · Region: Taranaki focus, NZ-wide scope

## 1) What AI is good for (everyday wins)

- **Writing:** emails, client updates, proposals, internal comms.
- **Summaries:** meeting notes to decisions, actions, and owners.
- **Templates:** SOP drafts, checklists, onboarding instructions.
- **Analysis:** explain spreadsheets, highlight trends, draft risk logs.
- **Search:** Q&A; over internal policies and knowledge base (when configured safely).

## 2) Non-negotiables (data safety rules)

**Do not paste** passwords, MFA codes, private keys, customer PII, medical/financial records, or confidential contracts into public AI tools.

- Treat AI output as a draft, not truth. Validate before action.
- Use least privilege for any AI-connected systems.
- Keep a human approval step for finance, legal, HR, or security decisions.
- Separate internal prompts from customer-facing content.

## 3) Mini AI Acceptable Use Policy (template)

Topic	Policy statement (edit to fit your business)
Allowed use	AI may be used to draft and improve documents, summarise meetings, and create internal templates.
Prohibited data	No passwords, secrets, customer PII, financial records, or confidential agreements may be entered into public AI tools.
Approval	All customer-facing, financial, legal, or security-impacting outputs require human review and approval.
Ownership	Each department assigns an AI champion to maintain prompt templates and ensure safe usage.
Incident handling	Suspected data exposure is reported immediately to management and IT for containment.

## 4) AI-ready baseline checklist (what IT should put in place)

- MFA + Conditional Access policies are enforced and exceptions are tracked.
- Device compliance and patching are consistent (managed endpoints).

- Share permissions are reviewed and least privilege applied.
- Backups are verified (restore testing).
- Logging is enabled for key systems (email, identity, endpoints).

## 5) Starter prompts (safe examples)

- Rewrite this email to be clear and polite, keep it under 120 words.
- Turn these bullet notes into a 6-step checklist for staff.
- Summarise these meeting notes into decisions, actions, and owners.
- Explain this spreadsheet variance in plain English and list 5 questions I should ask.

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