

The 5-Question Shadow AI Self-Audit

OBSIDIAN AI LABS

COMPANY NAME: _____ DATE: _____

COMPLETED BY: _____

1 How many AI tools is your team actually using right now? Name them.

2 pts Written list, updated monthly

1 pt Can name 5+ but not written down

0 pts Can name 3 or fewer

Your score: _____ / 2

2 Who has OAuth access to your Google Workspace, Microsoft 365, or CRM? When was the last review?

2 pts Reviewed grants in last 90 days

1 pt Know where to find the list but haven't reviewed

0 pts Never looked

Your score: _____ / 2

3 If an employee pasted a customer list into ChatGPT yesterday, would you know?

2 pts Browser-layer DLP or monitoring in place

1 pt Written policy exists, no monitoring

0 pts No policy, no monitoring

Your score: / 2

4 What is your email deliverability rate right now? Spam-complaint rate?

2 pts Deliverability above 95%, spam under 0.1%, check weekly

1 pt Know the numbers but haven't checked this month

0 pts Don't know either number

Your score: / 2

5 If a competitor had read-only access to your AI tool transcripts for a month, what would they learn?

2 pts Use zero-retention or local-model for sensitive work

1 pt Have internal rules about what not to paste

0 pts Have not thought about this

Your score: / 2

Total Score

_____ / 10

- 8 - 10:** **Low risk.** You're ahead of most.
- 5 - 7:** **Moderate risk.** A few blind spots to close.
- 0 - 4:** **High risk.** Start with the questions you scored 0 on.