

AI Training Data Supplier Checklist

Understand what your AI system was built from

1 Identify the Service

- | | |
|---|--|
| ☐ Supplier | ☐ Technical owner |
| ☐ Product | ☐ Users |
| ☐ Model / version | ☐ Data involved |
| ☐ Business purpose | ☐ Renewal date |
| ☐ Business owner | |

2 Provenance — Ask About Training Data

- | | |
|--|--|
| ☐ Data categories disclosed | ☐ Synthetic data identified |
| ☐ Books or publications disclosed | ☐ Third-party datasets named |
| ☐ Web data disclosed | ☐ Dataset documentation available |
| ☐ Licensed data disclosed | ☐ Provenance process explained |
| ☐ Public-domain data identified | ☐ Model card available |

3 Rights and Licensing

Note: US fair use is not the same as UK fair dealing. A US ruling does not automatically apply to UK organisations.

- | | |
|--|---|
| ☐ Acquisition method explained | ☐ Rights-holder objections handled |
| ☐ Copyright position explained | ☐ Unlawful sources excluded |
| ☐ Relevant jurisdictions identified | ☐ Supplier warranty provided |
| ☐ Licences documented | ☐ IP indemnity reviewed |
| ☐ Commercial use permitted | ☐ Liability limits understood |

4 Customer Data

- | | |
|---|--|
| ☐ Prompts retained? | ☐ Enterprise controls available |
| ☐ Uploaded files retained? | ☐ Retention period defined |
| ☐ Customer data used for training? | ☐ Deletion process defined |
| ☐ Training use can be disabled | ☐ Subprocessors identified |

5 Output Risk

- | | |
|--|--|
| ☐ Memorisation controls described | ☐ Human review before publication |
| ☐ Verbatim reproduction tested | ☐ Infringement complaint process |
| ☐ Output ownership reviewed | ☐ Model limitations understood |

6 Transparency

- ☐ Current model version visible
- ☐ Material changes notified
- ☐ Dataset changes documented
- ☐ Supplier incidents disclosed
- ☐ Legal challenges monitored
- ☐ Audit evidence available
- ☐ Named supplier contact
- ☐ Review frequency agreed

7 Review Your Own Content

- ☐ Valuable content identified
- ☐ Ownership recorded
- ☐ Staff upload rules defined
- ☐ Contractor rights confirmed
- ☐ Website terms reviewed
- ☐ AI crawler controls considered
- ☐ Licensing opportunities assessed
- ☐ Publication evidence retained

8 Decision

- ☐ Approved
- ☐ Approved with restrictions
- ☐ Further evidence required
- ☐ Legal review required
- ☐ Alternative supplier required
- ☐ Not approved

Record: decision maker · date · restrictions · actions · owner · next review date

Legal note: This checklist provides general business guidance and is not legal advice. Obtain specialist legal advice where material risk exists.

Plain-English takeaway

Ask what the AI was built from before trusting what it produces.



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online guide

