



TURNING BUSINESS INFORMATION INTO AUDIO?

AI DISCOVERIES

Check the sources, privacy and accuracy before sharing

CHOOSE
THE SOURCES

CHECK
PERMISSION

REMOVE
SENSITIVE DATA

GENERATE
THE AUDIO

REVIEW
EVERY CLAIM

DISCLOSE
& ARCHIVE

WARNING: A CONVINCING VOICE DOES NOT GUARANTEE AN ACCURATE EXPLANATION

SOURCE

- ☐ Confirm ownership or permission to process the material
- ☐ Check that links and sources are current and accessible
- ☐ Keep the original source documents

DATA AND PRIVACY

- ☐ Remove confidential information before uploading
- ☐ Use an approved business account — not a personal one
- ☐ Remove personal data where it is not necessary
- ☐ Check data-processing terms and model-training settings

GENERATION

- ☐ Define the intended audience for the audio
- ☐ Request a clear topic focus
- ☐ Define the purpose the audio needs to serve
- ☐ Avoid presenting the audio as official advice

REVIEW

- ☐ Check all names against the original source
- ☐ Check direct quotations
- ☐ Check all dates and figures
- ☐ Check conclusions and recommendations

Provider	Status	Key Action
Google NotebookLM	Available UK	Audio Overviews — source-grounded, downloadable MP3
Spotify Personal Podcasts	Experimental	Eligible users — availability and features vary by region
Microsoft Copilot Podcasts	Retiring 18 Aug 2026	Consumer Copilot only — export content before retirement date

DISCLOSURE

- ☐ Clearly identify the content as AI-generated
- ☐ Identify synthetic voices to any audience
- ☐ Provide links to original source material

DISTRIBUTION

- ☐ Define who is permitted to access the audio
- ☐ Check sharing permissions and link expiry
- ☐ Prevent unauthorised public distribution

RETENTION AND ARCHIVING

- ☐ Download the audio file where the platform permits
- ☐ Store an approved version in a managed location
- ☐ Record the creation date and source documents used
- ☐ Do not rely on the provider as permanent storage

DO NOT USE GENERATED AUDIO AS THE SOLE SOURCE FOR:

X

Legal advice or formal contracts

X

Medical guidance

X

Financial or tax decisions

X

Regulatory obligations

X

Health and safety procedures

X

Disciplinary matters

X

Emergency procedures

X

Formal company policy

BEFORE USING ANY AI AUDIO TOOL — KEY QUESTIONS

? Can the audio be downloaded as a portable file?

? What happens to the content if the feature is retired?

? Are data-processing terms confirmed for this account type?

? Has an accuracy review been completed before sharing?

? Is the AI-generated nature disclosed to all listeners?

? Are original source documents retained separately?

A natural-sounding audio discussion can still contain missing context or incorrect conclusions.

