

M A V E R I C K A I

CHATGPT PRIVACY CHECKLIST

SEE WHAT IT REMEMBERS. CHOOSE WHAT STAYS.

ChatGPT can remember details from your conversations and use them to personalize answers. Here's how to review what it knows, question what it assumes, and choose what you want it to keep.

Review remembered details and question its assumptions

Clean up memory, chats and the original sources

Control model training and Temporary Chat

Check connected apps, shared links and account access

Six complete prompts and a practical final checklist

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Start Here: See What It Remembers

THE PLAN

1. Ask what ChatGPT remembers and separate facts from guesses.
2. Review memory and remove information from its original sources.
3. Turn off model training and learn when to use Temporary Chat.
4. Check connected apps, shared links and the rest of your privacy settings.

Before you start

Account: Sign in to the ChatGPT account and workspace you actually use. Controls vary by plan, device and workspace.

Time: Set aside about 15 minutes for the first review. A larger cleanup or data export can take longer.

Keep a copy: If you might want old chats later, download and check an export before deleting them.

If you came from the PROFILE video, start here. Open a regular chat in [ChatGPT](#). Use the two prompts on these first pages, then follow the settings checklist.

Prompt 1: Your memory review

PROMPT 1 | COPY & PASTE

Lay out the personal information about me that is available to you in this chat as a detailed list. Don't compress separate details into a vague summary.

Group it by work, preferences, routines, location, relationships, and any other categories supported by the information you can actually access. Identify the source when available, such as this conversation, a saved memory, a past chat, custom instructions, a file, or a connected app.

Separate things I explicitly told you from your inferences. Don't fill gaps or invent details. Say what you cannot access or verify. Don't describe this as a complete account-data export or a list of everything OpenAI stores.

Read through the answer and mark anything that is wrong, outdated, too personal, or about someone else. You don't have to remove useful preferences just because you want to remove an old address or client detail.

TIP

This review puts personal details together in a new conversation. Keep that chat private and include it in your cleanup if you don't want the list sitting in your history.

Step 1: Check What It Is Guessing

Stay in the same chat. This follow-up gets at the second part of the video: the conclusions ChatGPT might draw from the context it has.

Prompt 2: Show me the evidence

PROMPT 2 | COPY & PASTE

Now review the inferences you made about me that I did not explicitly tell you.

For each one, show the inference, the specific clue you can actually point to, and at least one other possible explanation. Label it as uncertain. If you cannot identify supporting context, say unsupported and withdraw the claim.

Distinguish an inference you are making now from information you can verify was already remembered. Don't invent an income, diagnosis, personal weakness, or prediction about my future to make the answer more interesting. If you found no supported inferences, say so.

How to read the answer

An answer that sounds personal can still be a guess. Asking about a city doesn't establish that you live there. Asking about a salary doesn't establish your income. A conversation about procrastination doesn't prove a permanent personality trait.

The useful question is: what supports this? If Sources appears beneath a response, open it and review the available evidence. Missing evidence means you should treat the claim as unverified.

What these prompts can and cannot show

They can help you review the context ChatGPT can access and challenge assumptions in its reply. They cannot produce a guaranteed complete hidden profile, prove that every inference was previously stored, or reveal a reliable prediction of your future.

For an account-data copy, use the export option later in this guide. A confident answer in a chat is not a substitute for that process.

Step 2: Review and Clean Up Memory

On the web, click your **profile icon at the bottom left** > **Settings** > **Personalization**. Find **ChatGPT memory**, then **Memory summary** > **Manage**. The summary is an overview, so also review **saved memories** if that link appears.

On other versions, the route may read **Personalization** > **Memory** > **Manage memories**. Use the controls available in your account. The important part is reviewing both the summary and any separate saved-memory items.

Prompt 3: Remove a specific topic

Choose a topic from the review, replace the bracket, and paste this into the same chat. Use a short topic label rather than copying a sensitive number or address again.

PROMPT 3 | COPY & PASTE

Forget the saved memories you can remove about [PERSON OR TOPIC]. Do not create a replacement memory containing those details.

Tell me which changes you actually completed, which you could not complete, and which original chats, instructions, files, or connected sources I need to review myself. Don't claim that this deletes my chat history or all copies of the information. Don't repeat the sensitive details in your confirmation.

Return to the memory controls and check the result. For a wrong detail you want to keep, use the available correction field instead. If you want memory off, use its off switch. Where offered, **Delete and turn off memory** also removes the remembered information shown in the summary.

Keep the distinction clear

Turning memory off alone does not delete your existing chats or necessarily erase saved memories. Deleting a saved memory does not remove the conversations that mention it. A request to stop mentioning something also does not delete its source.

If your account has **Reference chat history**, turning it off schedules the information remembered from past chats for deletion within 30 days. The chats themselves remain until you delete them. Deleted saved-memory logs may be retained for up to 30 days for safety and debugging.

Step 3: Remove the Original Sources

To clean up a topic, check everywhere you put it. A sensitive detail can appear in more than one conversation or document.

Check this	What to do
Regular chats	Search for the topic. Review and delete conversations you no longer want saved.
Archived chats	Open Settings > Archived chats, or Data controls > Archived chats > Manage. Review those too.
Custom instructions	Open Settings > Personalization > Custom instructions. Remove unwanted personal details.
Library and project files	Review saved files and project material separately. Delete copies you no longer need.
Connected sources	Review the relevant app connection and any conversations that already used its information.
This review chat	It now contains a new list of personal details. Decide whether to keep it.

For a chat you want removed, use its **three-dot chat menu > Delete**, then read and confirm the deletion. **Archive** only moves it out of the main list. It keeps the conversation in your account.

Deletion is permanent, but not instant everywhere

Deleted chats leave your account view immediately and are scheduled for permanent deletion within 30 days. Exceptions can apply for security or legal obligations, or if content was already de-identified and separated from your account. Deleted chats cannot be recovered through ChatGPT or Support.

Deleting a chat does not remove a file saved separately in Library. Disconnecting an app stops future access, but does not erase conversations that already used its data or delete the original material in that app.

TIP

Search by a topic or a person's name instead of pasting the private information into another chat to ask where it appears. Review the source yourself before deleting it.

Step 4: Turn Off Model Training

Click your **profile icon > Settings > Data controls**. Find **Improve the model for everyone** and turn it off. The web interface may show the switch directly. If your version opens a separate panel, turn it off there and select **Done** if shown.

This stops new conversations from being used to train OpenAI models. It applies across devices when you are signed in to the same account. It does not erase your history, turn off memory, or undo any training that has already happened.

One exception to remember

If you submit feedback, such as a thumbs-up or thumbs-down on a response, the associated conversation may still be used for training. Avoid submitting that feedback on a conversation you want excluded.

Three different controls

Control	What it changes
Memory	How personal context can inform future answers.
Improve the model for everyone	Whether eligible new conversations can help train OpenAI models.
Delete	Whether a saved chat or other selected item remains in your account, subject to deletion rules.

You can choose to keep useful memory while opting out of training. You can also disable memory if you prefer less personalization. Choose each setting for its own purpose.

Business, Enterprise, Edu and Healthcare workspaces are not used for model training by default. Workplace access and retention policies still apply, so use your organization's approved tools for work information.

TIP

Training off is one privacy choice. Still check what you upload, which apps can access it, and who can open your account or shared links.

Step 5: Use Temporary Chat Deliberately

Start a **New chat**, choose **Chat** if a Chat/Work switch appears, then select **Temporary chat** at the top right. Before sending your first message, open **Personalized** and choose **Unpersonalized** if you don't want existing personal context used.

Choice	What it means
Personalized	Can use existing memories, custom instructions and plugins.
Unpersonalized	Does not use memory, custom instructions or plugins for personalization.
Either temporary option	Does not create or update memories or train models while the chat remains temporary.

You cannot change that personalization choice after the conversation starts. Limited safety-relevant context can still apply in rare, high-risk situations.

Temporary chats stay out of history unless you save them. OpenAI may retain a copy for up to 30 days for safety. Saving one turns it into a regular chat that follows your normal memory and model-training settings.

Remove identifiers before you upload

Temporary Chat still sends your message to OpenAI. Replace names, account numbers, addresses and unnecessary identifiers on your own device first. Keep passwords and API keys out of your prompts.

Prompt 4: A second redaction check

PROMPT 4 | COPY & PASTE

I have already replaced private identifiers in the text below with placeholders. Check for remaining identifying details, including combinations of clues that could identify a person or organization. Don't try to reconstruct the original identities.

Flag anything I should remove before we work on the actual question. If a detail is unnecessary, suggest a generic replacement.

[PASTE ONLY THE ALREADY-REDACTED TEXT]

Step 6: Check Apps, Links and Access

Open **Settings > Plugins**. Select an installed plugin and review its connected accounts and permissions. Some versions call this section **Apps**. Keep connections you use and disconnect ones you no longer want ChatGPT to access.

Use narrower permissions when the app offers them. Folder-level access or read-only access is not available for every connection. Review the actual permission screen instead of assuming it is restricted.

Prompt 5: Review available connections

PROMPT 5 | COPY & PASTE

Help me review the apps and plugins available to this chat. For each one, report only the access you can verify: what it can read, what actions it can take, and whether an account connection is confirmed.

Separate verified access from unknown permissions or unavailable information. Don't treat a tool listing as proof that you can access an account. Tell me which settings I need to inspect myself and suggest narrower access where it is actually supported.

Do not open private records, send messages, change permissions, or disconnect anything during this review.

Information shared with apps is a separate item under **Data controls**. Review it as well as your plugin connections. Third-party services have their own data practices, and ChatGPT's training switch does not change those policies.

Shared links and account security

Open **Settings > Data controls > Shared links** to review links you created. Remove ones you no longer want accessible. Removing a link cannot recall screenshots or copies someone already saved.

Open **Settings > Security and login** to review the sign-in protections available to you. Use a passkey or multi-factor authentication where offered, and review signed-in sessions for unfamiliar access.

Step 7: Export and Check the Extras

Get an account-data copy

Open **profile > Settings > Data controls > Export data**. Select the export control and review its confirmation. Request the export, then wait for it to arrive before deleting anything you want to keep.

Exports can take up to seven days. The download link expires after 24 hours. Download it while signed in to the same account, open the ZIP, and check that the conversations you need are included. Store it privately because it brings a lot of personal information together.

The export contains available chat history and relevant account data. It cannot recover already-deleted chats. Managed workspaces may restrict self-service exports. For data access, deletion requests, or an unavailable export option, use the [OpenAI Privacy Portal](#) or your workspace administrator.

Location, marketing and ads

Review location permissions if you use local recommendations. Turning off precise location access does not erase places you mentioned in chats. Approximate location and contextual clues can still influence local answers. A confident location guess is not proof of live tracking.

In **Data controls**, review **Marketing privacy** if offered. Ad personalization may have separate controls on eligible accounts. These choices are separate from memory and model training, so review the options shown in your own account.

Prompt 6: Finish the checklist

Use this after you have checked the settings. You can answer with on/off status and general topic labels. You don't need to paste the private details you removed.

PROMPT 6 | COPY & PASTE

Help me finish my ChatGPT privacy review. Here is what I personally checked and changed: [LIST SETTINGS AND GENERAL TOPICS ONLY].

Compare my notes with memory, original and archived chats, custom instructions, files, model training, Temporary Chat, connected apps, shared links, location permissions, and account security.

Make two lists: checked based on my report, and still needs my review. Don't claim you verified account settings you cannot inspect. Give me the next three useful actions without repeating private information.

Common Mistakes and Easy Fixes

If this happens	Do this
The answer invents your income or a personal weakness	Ask for the exact evidence. Treat unsupported claims as guesses.
It says it has shown your entire file	Use memory controls and the data-export process. A chat answer is not a complete account record.
You deleted a memory, but the detail comes back	Check original chats, this review chat, instructions, files and connected sources.
You turned memory off and assumed training stopped	Check Improve the model for everyone separately.
You archived a sensitive chat	Delete it if you want it removed. Archiving keeps it stored.
You used Temporary Chat but saved it afterward	It is now a regular chat. Review it under your normal settings.
You disconnected an app and expected old chats to vanish	Review and delete those chats separately if needed.
The menus look different	Check the same account/workspace, try the web interface, and use Search settings.

Keep the review useful

You are deciding what information is worth keeping. Writing preferences can be useful. An old home address, a private client conversation or a detail about someone else's health may not be.

If you accidentally pasted a password or secret key, deleting the conversation is only part of the response. Replace or revoke that credential through the service that issued it.

Check again after changes

Revisit your settings when you connect a new app, change devices or notice an answer using context you didn't expect. Ask what source it used and review that source directly.

Quick Reference: Your Privacy Checklist

Check	Where to start
Review remembered details and assumptions	Prompts 1 and 2 in a regular chat.
Remove unwanted memory	Settings > Personalization > Memory summary > Manage, plus saved memories where available.
Remove source material	Chats, archived chats, custom instructions, Library/project files and relevant app sources.
Opt out of training	Settings > Data controls > Improve the model for everyone > Off.
Start without personal context	New chat > Temporary chat > Unpersonalized before your first message.
Review connected access	Settings > Plugins or Apps, plus Data controls > Information shared with apps.
Review shared links	Settings > Data controls > Shared links.
Save a private backup	Settings > Data controls > Export data. Download and check it before deleting.
Check extra privacy choices	Location permissions, Marketing privacy and available ad controls.
Protect sign-in	Settings > Security and login. Review available protections and sessions.

Before sharing a document

Remove unnecessary identifiers locally. Use placeholders like Client A or Company B. Check that you are allowed to share the remaining material, then choose the appropriate chat mode.

DO THIS TODAY

Run the first two prompts, choose one unwanted detail to clean up, and verify the change in memory settings. Then check Improve the model for everyone and try opening an Unpersonalized Temporary Chat. Finish with the source checklist so the original information does not get overlooked.

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Use it every day. Decide what it gets to keep.