

Fernhill Wholesale

Oct 16, 2026

Your preparation snapshot

Shadow AI Risk Kit • Prepared by Fictional Operations manager

7 of 7 sections reviewed by the preparer. Review marks describe the entries, not whether controls are operating.

7 AI uses recorded

5 Coverage records

5 Risks to review

4 Open actions

Purpose and scope

18 employees; 3 temporary warehouse staff

First bounded Shadow AI assessment

Next steps and open work

- A2 • Get written confirmation of the supplier's image terms • Sales and marketing lead • Due Oct 23, 2026 • In progress
- A3 • Obtain redacted export file details and account information • Warehouse supervisor • Due Oct 21, 2026 • Blocked
- A4 • Pause the recorder and review retention and deletion options without destroying... • Sales manager • Due Oct 20, 2026 • In progress

Section notes

- Evidence: All references point to fictional source exhibits, not real customer records.
- Actions: Operations manager: finish the U7 incident scope by October 20. Warehouse supervisor: temporary staff file details by October 21. Do not describe...
- Assessment scope: Bounded assessment completed; 21 invited people. No scanner or complete-discovery claim.

Showing 3 of 4 open actions. Showing 3 of 8 section notes. The Full record export preserves complete notes, entries and review coverage.

Before this leaves your team

Confirm the scope and supporting evidence with the owners. Resolve or clearly disclose open conditions. Choose the full record when the recipient needs detailed answers or evidence locations.

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Top five AI risks and what we are doing about them

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The five reviewer priorities recorded so far, with the next action already in the register. This page is a briefing for leadership. Respondent names are omitted; review free-text notes and action owners before sharing.

Risk	Priority	What we are doing
Autonomous mailbox sending can send customer information immediately	Urgent	Complete the incident scope review and decide with the owners whether customers must be told • Operations manager
Edited product photos may break a supplier's image terms	Priority	Get written confirmation of the supplier's image terms • Sales and marketing lead
Call recording could expose customer and supplier price discussions	Priority	Pause the recorder and review retention and deletion options without destroying incident evidence • Sales manager
Unknown spreadsheet fields may include customer personal information	Investigate	Obtain redacted export file details and account information • Warehouse supervisor
Public-source research can contain wrong facts	Routine	No action recorded • Owner needed

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Reviewer priorities

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Urgent and Priority records appear first; reviewer judgments are not automated. Showing 1-5 of 5 records. Long cells are excerpts; full wording is in the internal working record.

Use / scenario	Priority	Owner
U7 • Autonomous mailbox sending can send customer information immediately	Urgent	Operations manager
U3 • Edited product photos may break a supplier’s image terms	Priority	Operations manager
U2 • Call recording could expose customer and supplier price discussions	Priority	Operations manager
U4 • Unknown spreadsheet fields may include customer personal information	Investigate	Operations manager
U6 • Public-source research can contain wrong facts	Routine	Operations manager

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Coverage and open gaps

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7 recorded uses; 3 record-supported. Groups with missing information appear first. Counts do not establish complete discovery. Showing 1-5 of 5 records. Long cells are excerpts; full wording is in the internal working record.

Team / source	Responses / coverage	Open gap
Sales	8 of 8 / Reviewed	No survey nonresponders; no device inventory supplied.
Purchasing	5 of 5 / Reviewed	Only self-disclosure and manager interview.
Warehouse	4 of 5 / Partial	One absent driver; connected apps still being checked.
Operations	4 of 4 / Reviewed	Paid subscriptions checked; free and personal tools are outside expense records.
Temporary staff	2 of 6 / Partial	Three nonresponses. Do not extrapolate two responses to all temporary staff.

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AI uses and recorded boundaries

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Each record is one reported AI use. File imports and source approval claims do not grant approval. Review permissions and conditions in the full record. Showing 1-5 of 7 records. Long cells are excerpts; full wording is in the internal working record.

Tool / use	Purpose / information	Owner / status
U1 • DraftDesk	Draft catalog descriptions from supplier specifications • Published supplier specifications only	Sales and marketing lead / Approved
U2 • MeetingNote	Summarize customer calls • Customer discussion, participant names and audio	Sales manager / Unapproved
U3 • PixelForge	Clean up product photos for the catalog • Supplier product photos not yet released	Sales and marketing lead / Restricted
U4 • SheetPilot	Spreadsheet summaries • Customer order exports; fields not established	Warehouse supervisor / Unknown
U5 • CodeHelper	Spreadsheet formulas for the stock report • Public examples and synthetic test data	Operations manager / Approved

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AI uses and recorded boundaries - continued

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Each record is one reported AI use. File imports and source approval claims do not grant approval. Review permissions and conditions in the full record. Showing 6-7 of 7 records. Long cells are excerpts; full wording is in the internal working record.

Tool / use	Purpose / information	Owner / status
U6 • SearchBrief	Supplier background research • Public sources only	Purchasing lead / Restricted
U7 • AutoReach agent	Draft and send customer follow-ups • Mailbox content and customer contacts	Sales manager / Unapproved

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Action handover

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4 open actions. Open actions first, then earliest recorded due date. Completed entries remain visible. Showing 1-5 of 6 records. Long cells are excerpts; full wording is in the internal working record.

Next action	Owner	Due / status
Pause the recorder and review retention and deletion options without destroying incident evidence	Sales manager	2026-10-20 / In progress
Complete the incident scope review and decide with the owners whether customers must be told	Operations manager	2026-10-20 / In progress
Obtain redacted export file details and account information	Warehouse supervisor	2026-10-21 / Blocked
Get written confirmation of the supplier's image terms	Sales and marketing lead	2026-10-23 / In progress
File the approved workspace settings snapshot	Operations manager	2026-10-05 / Completed

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Action handover - continued

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4 open actions. Open actions first, then earliest recorded due date. Completed entries remain visible. Showing 6-6 of 6 records. Long cells are excerpts; full wording is in the internal working record.

Next action	Owner	Due / status
Revoke mail sending and drive connections; attach access log and incident reference	Operations manager	2026-10-05 / Completed