



RESPONSIBLE USE OF AI

Prompts, anonymization and ethical questions

1. How to write a prompt for a report

A good prompt contains five elements: role, context, task, format, and style. The more specific you are, the better the results.

Formula for a successful prompt

ROLE: Who are you? (e.g., „Act as a social care expert...“)

CONTEXT: Who am I writing for and what are the circumstances? („The report is for the EU commission, the project lasts 2 years...“)

TASK: What exactly should you do? („Write a report on the conducted workshop...“)

FORMAT: How do I want it to look? („3 pages, with introduction, content, and conclusion...“)

STYLE: What tone? („Formal, professional, in English“)

Example of a good report prompt

„Act as an EU project reporting expert. I need a report on a conducted workshop for caregivers of people with disabilities. The workshop lasted 4 hours, 25 people participated, the topic was the use of AI tools. Write a 2-page report in English, in a formal tone, with the following sections: objective, content, participants, results, conclusion. Use concrete examples and avoid empty phrases.“

2. How to write a prompt for a PowerPoint presentation

For presentations, you must tell the AI the exact number of slides, the type of content per slide, and the audience. Prepare the slide text first, then copy it into PowerPoint, Google Slides, or Canva.

What to include in the prompt

- **Number of slides** (e.g., „6 slides“)
- **Type of audience** (caregivers, students, professionals...)
- **Duration of the presentation** („15 minutes of speaking“)
- **Structure per slide** („title + 3-5 bullet points + speaker note“)
- **Tone and language** (formal/informal, English/other)

Example of a presentation prompt

„Prepare content for 6 slides on AI tools for caregivers. The audience is caregivers of people with disabilities (50-70 years old), with no IT experience. The presentation lasts 15 minutes. For each slide, provide: a title, 3-4 bullet points (max 10 words per point) and a brief speaker note (2-3 sentences). Language English, tone warm and accessible. Slides: 1) Introduction, 2) What is AI?, 3) How does it help?, 4) Examples of tools, 5) How to start, 6) Questions.“

3. Data anonymization rules

Before entering any text into AI, remove all personal data. AI companies may store or use your inputs - even when they promise privacy, it is safer to be cautious.

What you must ALWAYS remove

- Names and surnames → replace with „Person A“, „User 1“
- Personal ID numbers, social security numbers and other identifiers → remove or use XXX
- Addresses, phone numbers, emails → remove or replace
- Exact date of birth → use only the year or age group
- Bank account numbers, card numbers, PINs → NEVER enter
- Specific diagnoses linked to a name → generalize
- Photos of people and documents with visible data

Anonymization example

✗ **INCORRECT:** „Mary Smith, SSN 123-45-6789, born 15.3.1955, diagnosis Alzheimer, address 12 Flower Street, London...“

✓ **CORRECT:** „User A, a woman in her 70s diagnosed with dementia, lives in an urban environment...“

💡 **The „newspaper front page“ rule:** If it would bother you for the information to end up on the front page of a newspaper, don't enter it into AI.

4. Ethical questions in AI use

Six key ethical principles

- 1. Transparency:** Always state that you used AI. Hiding AI use is considered academic dishonesty and unethical behavior.
- 2. Responsibility:** You are responsible for the content, not AI. Verify every fact, name, date, and source. AI often „hallucinates“ - inventing data that sounds convincing.
- 3. Privacy:** Respect the privacy of people you write about. Never enter personal data of third parties without their consent.
- 4. Copyright:** AI has learned on millions of texts - sometimes it reproduces others' content. If AI generates something that „sounds familiar“, check the source.
- 5. Bias:** AI can have biases (gender, age, ethnicity). Critically review the results, especially when writing about vulnerable groups.
- 6. Professional boundaries:** AI is not a replacement for a professional. For medical, legal, and psychological decisions, always consult a qualified person.

5. How to transparently disclose AI use

According to APA, IEEE, and European Parliament guidelines (2025), every document prepared with AI assistance must contain a statement on AI use. Here are three standard methods:

A) Brief statement (for informal documents)

„This document was prepared with the help of the AI tool Claude (Anthropic) for language processing and content structuring. All facts, data, and conclusions were independently verified by the author.“

B) Detailed statement (for professional and academic documents)

„AI USE STATEMENT: In preparing this document, the AI tool Claude 4.7 (Anthropic, claude.ai) was used on [date]. AI was used for: (1) content structuring, (2) translation between languages, (3) language

editing. AI was not used for collecting primary data. All facts, statistics, and citations were independently verified by the author. The author assumes full responsibility for the content."

C) Citation in references (APA style)

Anthropic. (2026). Claude (version 4.7) [Large language model]. <https://claude.ai>

What to include in the statement

- The exact name of the AI tool and version (e.g., „Claude 4.7", „ChatGPT-5")
- The date when AI was used (because models change)
- What AI was used for (writing, translation, ideas, analysis...)
- What AI was NOT used for (e.g., collecting primary data)
- A statement of personal responsibility for the content

Where to place the AI statement in the document

The position of the statement is not arbitrary - there are standard placements depending on the type of document:

DOCUMENT TYPE	WHERE TO PLACE THE STATEMENT
Short document (1-3 pages)	At the end of the document, as the last section or in the footer
Professional report	Title page OR penultimate page
Academic paper (APA style)	„Author Note" - directly below the title/author on the title page
Academic paper (IEEE/Nature)	„Acknowledgements" - before the reference list
EU project report	Title page (mandatory!)
PowerPoint presentation	Last slide („Thank you") or in speaker notes
Blog post / article	At the bottom, in italics, clearly separated from the main text
Email / memo	Brief note at the end of the message

Three golden rules of placement

- 1. Visibility over concealment:** The statement must be easily noticeable - never hide it in tiny footnotes or document metadata.
- 2. Greater responsibility = earlier position:** Proofreading → at the end. Content structuring or translation → at the beginning. Generating entire sections → next to the relevant section.
- 3. Consistency within a project:** Use the same position in all documents of the same series or project - so readers know where to look.

⚠ WHAT NOT TO DO: Never list AI as a co-author. All major academic organizations (APA, IEEE, Nature, ICMJE) explicitly prohibit this because AI cannot assume responsibility for the content.

Transparency builds trust. AI is your tool - you are the author.

SOURCES: APA Style: Citing generative AI (2025) • IEEE Author Center Guidelines • ICMJE Recommendations (2025) • EU AI Act - Transparency Requirements • Queen's University: AI Citation Guide • Purdue University Libraries: AI Citation

AI USE STATEMENT

This document was prepared in collaboration with the AI tool Claude (Anthropic, claude.ai) in May 2026. AI was used for content structuring, language processing, and translation. All facts, statistics, and conclusions were independently verified by the author, who assumes full responsibility for the content.