

PRIVILEGE CHECKLIST

Legal privilege protects confidential communications with lawyers from disclosure to third parties. It allows individuals and businesses to seek legal advice openly without fear that those communications will later have to be disclosed.

✓ DO

1. Circulate legal advice on a need-to-know basis.
2. Keep legal advice separate from business communications.
3. Only use AI tools approved by your company.

× DON'T

1. Don't copy legal advice wholesale into emails, reports or presentations.
2. Don't copy in a lawyer just to assert privilege.
3. Don't assume a "privileged" or "confidential" label creates privilege.
4. Don't record legal discussions without the lawyer's approval.
5. Don't use unapproved AI tools, even after anonymising sensitive information.