AI Consent Checklist for Financial Planners

1. Disclosure

[ ] Have you explained that the meeting will be recorded?

[ ] Have you disclosed why it is being recorded (e.g., note-taking, compliance, reporting)?

[ ] Have you clarified that AI tools will process the recording?

[ ] Have you named or described the AI tools/platforms being used?

2. Data Use & Privacy

[ ] Have you explained how the data will be stored (e.g., encrypted, location of storage)?

[ ] Have you outlined who will have access to the data (e.g., advisers, tech providers)?

[ ] Have you confirmed whether data will be used for AI model training or third-party purposes?

[ ] Have you assured the client that personal data won't be sold or misused?

3. AI Functions Involved

[ ] Have you listed the specific AI functions involved (e.g., transcription, summarisation, document drafting)?

[ ] Have you explained whether AI will suggest or generate content used in your financial planning process?

4. Client Rights

[ ] Have you given the client the option to opt out of recording and/or AI processing?

[ ] Have you offered a manual alternative (e.g., handwritten notes)?

[ ] Have you explained the client's right to request:

[ ]   - A copy of their data

[ ]   - A list of systems/vendors used

[ ]   - Deletion of their data

5. Explicit Consent

[ ] Have you asked the client to confirm their understanding of how AI will be used?

[ ] Have you obtained recorded or written consent?

Suggested Consent Question:

"Do you consent to this meeting being recorded and securely processed by AI tools to help generate notes,

summaries, and financial documents? You can opt out at any time, and we can continue using manual notes instead."