AI STACK SIGNAL

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FREE PRINTABLE CHECKLIST · FOR EVERYDAY CHATGPT USERS

3 CHATGPT PRIVACY SWITCHES AND THE CATCH

On Free, Plus and Pro, ChatGPT can use your chats to train OpenAI's models unless you turn that off. This checklist walks you through three settings, with the exact menu names OpenAI uses on the web and in the iPhone and Android apps. For each one you get what it does, what it doesn't do, and the catches people miss. Tick the boxes as you go. Every fact comes from OpenAI's own help center, checked on November 2, 2026.

01

Improve the model for everyone

Turn it off so new chats aren't used to train OpenAI's models.

02

Temporary chat

A chat that stays out of your history and isn't used for training.

03

Locked chats

Hide a saved chat behind a 4-digit PIN or Face ID.

!

The catches + bonus steps

Feedback thumbs, voice mode, the 30-day copy, the PIN reset trap, then Memory, export and delete.

01 THE TRAINING SWITCH
IMPROVE THE MODEL FOR EVERYONE

This is the one setting that decides whether your chats can be used to train OpenAI's models. In OpenAI's words: **"Data controls let you choose whether your conversations help train OpenAI models."** And: "On personal workspaces with ChatGPT Free, Plus, or Pro, data sharing is enabled by default."

- [ ] **On the web (signed in)**
  "Open your account menu." "Select Settings." "Select Data controls." "Select Improve the model for everyone, turn it off, and select Done."
  `Account menu › Settings › Data controls › Improve the model for everyone › Off › Done`

- [ ] **On iPhone or Android**
  "Open the sidebar." "Select your profile icon to open Settings." "Select Data controls." "Turn off Improve the model for everyone."
  `Sidebar › Profile icon (Settings) › Data controls › Improve the model for everyone › Off`

- [ ] **If you use ChatGPT without signing in**
  Open Settings and turn it off there. "Your choice is saved in that browser," so repeat it on each browser you use.

- [ ] **Optional: the Privacy Portal route**
  OpenAI also lets you "select Do not train on my content in our Privacy Portal." "Either option is sufficient for ChatGPT conversations and Codex tasks. You don't need to do both."
  `privacy.openai.com`

WHAT IT DOES

- ✓ Stops **new** chats being used for training: "After you opt out, we won't use your new conversations to improve our models."
- ✓ Follows you everywhere: "When you're signed in, Improve the model for everyone applies to your account across web and mobile devices."
- ✓ Keeps your history: you can turn it off "and keep your chat history."

WHAT IT DOESN'T DO

- ✗ Delete anything: "Turning off Improve the model for everyone does not delete or hide saved chats."
- ✗ Cover thumbs up or down feedback (see page 5).
- ✗ Cover voice mode: "Voice mode has a separate control for sharing data for model training."
- ✗ Change Memory. Memory and training "are separate settings."

! **Which plans start with it on?** OpenAI's sentence names Free, Plus and Pro. "By default, OpenAI does not use content from ChatGPT Business, Enterprise, Edu, or ChatGPT for Healthcare workspaces to train its models." If you're on a different plan, just open the setting and check. "Parent or guardian settings and workspace controls may limit whether you can change it."

02 TEMPORARY CHAT

FOR ONE-OFF PRIVATE QUESTIONS

Use it for things you don't want sitting in your history, like a health worry or a money question. **"A temporary chat stays out of your chat history and is not used to improve OpenAI models while it remains temporary."** The button is the same on web and mobile.

- [ ] **Start one (web, iPhone, Android)**
  "Open a new chat." "Select Temporary." "Choose Personalized or Unpersonalized before you send your first message." "Enter your message."
  `New chat › Temporary › Personalized or Unpersonalized › type your message`

- [ ] **Pick Unpersonalized for the most private version**
  "Unpersonalized: Does not use memory, custom instructions, or plugins." "Personalized: Can use your existing memories, custom instructions, and plugins." "You cannot change personalization after the conversation starts."

- [ ] **Don't save it if you want it gone**
  "If you do not save a temporary chat, it will not appear in your history and cannot be reopened from history after you leave it." Saving it "converts it into a regular chat" that "follows your account's personalization and model-improvement settings."

WHAT IT DOES

- ✓ Stays out of your chat history.
- ✓ Isn't used for training, "whether or not you choose personalization."
- ✓ "Neither option creates or updates memories while the chat remains temporary."

WHAT IT DOESN'T DO

- ✗ Vanish instantly: "OpenAI may keep a copy of a temporary chat for up to 30 days for safety purposes."
- ✗ Ignore your memories if you pick Personalized. It can still read them.
- ✗ Protect data you send to a GPT's actions: "The recipient may retain that data for longer than 30 days and may use it for other purposes."
- ✗ Get locked: "Temporary chats cannot be locked while they remain temporary."

✓ **Plain-English version.** Temporary chat doesn't *create* memories, and it doesn't train the model. It *can* use memories you already have, unless you pick Unpersonalized before your first message.

03 LOCKED CHATS

NEW ON OCT 20, 2026 · ROLLING OUT

A locked chat stays saved but is hidden "from your regular chat history, pinned chats, and regular conversation search." It's for screen sharing and shared devices. **"Opening locked chats requires a 4-digit account PIN."** "Locked chats are available on ChatGPT Free, Go, Plus, Pro, Business, Enterprise, and Edu," but "Locked chats are rolling out gradually," so you may not see it yet.

- [ ] **Lock a chat (web, iPhone, Android, new desktop app)**
  "Open the more options menu (•••) for the chat." "Select Lock chat." "Select Lock chat again to confirm." "Create or enter the account PIN when prompted."
  `••• on the chat › Lock chat › Lock chat (confirm) › create or enter PIN`

- [ ] **First time: create your PIN, then write it down**
  "Select Create a PIN." "Enter a 4-digit PIN." "Enter the PIN again to confirm it." Keep it somewhere safe (see the reset warning below).

- [ ] **Optional: Face ID, Touch ID or device unlock**
  "On iOS, turn on Use Face ID or Use Touch ID in Account PIN settings, when available. On Android, select Use device unlock when prompted." It "applies only to the device where you enable it."
  `Settings › Security and login › Account PIN`

- [ ] **Find your locked chats later**
  "You can find your locked chats under Projects › Locked chats." When you're done, "Select Lock now to end access to locked chats immediately."

WHAT IT DOES

- ✓ Hides the chat from your sidebar, search and history.
- ✓ Asks for your PIN (or Face ID) to open it.
- ✓ Keeps what it learns inside locked chats: "Information remembered only within locked chats does not carry into regular chats."

WHAT IT DOESN'T DO

- ✗ "create end-to-end encryption or a separate encrypted vault"
- ✗ "change how long OpenAI retains the chat"
- ✗ "change your Improve the model for everyone setting"
- ✗ Stop copying: "Anyone who can open a locked chat can still copy its contents."

! **Memory still flows one way.** "Locked chats can use relevant information from regular Memory." And "Locking a conversation does not remove information that ChatGPT remembered before the conversation was locked."

04 THE CATCHES

READ THIS BEFORE YOU RELAX

The three switches help, but each has a gap. These are the ones most people miss, all in OpenAI's own words.

1

Resetting your PIN deletes every locked chat

"Resetting your account PIN permanently deletes all locked chats, remembered information stored only within locked chats, and files or other content protected only by your previous PIN. This cannot be undone, and OpenAI Support cannot recover the deleted content." The good news: **"Forgetting your PIN does not by itself delete your locked chats or files,"** and "Changing the PIN does not delete locked chats." Only the reset does.

2

Thumbs up or down can still send a chat to training

"If you choose to provide feedback, such as selecting thumbs up or thumbs down on a response, the entire conversation associated with that feedback may be used to train OpenAI models." That's true even after you opt out. **Our tip:** skip the thumbs on anything private.

3

Voice mode has its own switch

"Voice mode has a separate control for sharing data for model training." Turning off Improve the model for everyone doesn't settle it. If you talk to ChatGPT, look for the voice data option in Settings too. (OpenAI's page doesn't give its exact menu name, so we can't.)

4

Temporary still means a copy for up to 30 days

"OpenAI may keep a copy of a temporary chat for up to 30 days for safety purposes." Deleted regular chats work in a similar way: OpenAI "schedules it for permanent deletion from its systems within 30 days," with some exceptions for security or legal reasons.

5

Turning training off deletes nothing

"Does turning off model training delete my chats?" OpenAI's answer: "No. Delete a chat or your account separately when you want to remove content." The bonus page shows how.

! **Also good to know:** on locked chats, "Other devices where ChatGPT is already open may continue to show the chat title until their conversation lists refresh." Check your other open devices before you share your screen.

05

THREE MORE SETTINGS WORTH A MINUTE

BONUS: MEMORY, EXPORT, DELETE

Memory decides what ChatGPT remembers about you. It's a different setting from training: **"Memory controls how ChatGPT personalizes responses. Model-training controls determine whether eligible content can be used to improve OpenAI models. These are separate settings."**

- [ ] **Review or turn off Memory**
  "Open Settings." "Select Personalization." "Select Memory." Controls there may include "Memory, Reference saved memories, Reference chat history, Memory summary, Manage, or Saved memories." "Turning off Memory does not delete your past chats." Deleting a saved memory? "OpenAI may retain logs of deleted saved memories for up to 30 days for safety and debugging purposes."
  `Settings › Personalization › Memory`

- [ ] **Export a copy of your data (web)**
  Under Export data, select Export, then Confirm export. "Exports can take up to 7 days to arrive." "The download link expires 24 hours after you receive it." Not available for Business, Enterprise or Healthcare workspaces.
  `Settings › Data controls › Export data › Export › Confirm export`

- [ ] **Delete one chat**
  `WEB` "Select the more options menu (•••) for the chat you want to delete." "Select Delete." "Confirm the deletion."
  `MOBILE` "Select the menu icon (two horizontal lines)." "Find the conversation and press and hold its title." "Select Delete."

- [ ] **Delete all chats**
  "Open Settings." "Select Data controls." "Select Archive all chats or Delete all chats." The Delete all chats action "cannot be undone." Archiving is not deleting: "Archiving a chat does not change whether it can be used to train OpenAI models."
  `Settings › Data controls › Delete all chats`

- [ ] **Last resort: delete your account**
  `WEB` Account menu › Settings › Account › next to Delete account, select Delete.
  `IOS` Settings › Data controls › Delete account.
  `ANDROID` Settings › Data controls › Delete OpenAI account.
  "Deleting your OpenAI account is permanent." "Deleting your account does not cancel an Apple subscription," so cancel that first.

WHERE EVERY FACT COMES FROM

SOURCES

WHO SAYS WHAT

FACT	OPENAI HELP PAGE
Improve the model for everyone: steps, default on Free, Plus, Pro, across devices, doesn't delete, voice mode, Memory is separate	Data controls in ChatGPT
Privacy Portal opt-out, thumbs up or down feedback	How your data is used to improve model performance
Temporary chat: steps, Personalized vs Unpersonalized, no new memories, no training, 30-day copy, GPT actions	Temporary chat in ChatGPT
Locked chats: steps, PIN, Face ID, not encryption, retention and training unchanged, PIN reset deletes, memory	Using locked chats in ChatGPT; ChatGPT release notes (Oct 20, 2026)
Memory settings and 30-day logs	Memory in ChatGPT
Export steps, 7 days, 24-hour link	Exporting your ChatGPT history and data
Delete a chat, delete all chats, archiving	Deleting and archiving chats in ChatGPT
Delete your account	Deleting your ChatGPT account

THE FINE PRINT

- Menu names come from OpenAI's help text. Apps update often, so a label on your screen may differ slightly.
- OpenAI's "on by default" sentence names Free, Plus and Pro only. Check the setting yourself on any other plan.
- Locked chats are rolling out gradually and aren't on ChatGPT for Healthcare.
- "Skip the thumbs on private chats" is our tip, not OpenAI's.
- AI Stack Signal isn't connected to OpenAI.

LINKS

1. Data controls in ChatGPT: help.openai.com/en/articles/7730893
2. Temporary chat in ChatGPT: help.openai.com/en/articles/8914046
3. Using locked chats in ChatGPT: help.openai.com/en/articles/20001411
4. ChatGPT release notes: help.openai.com/en/articles/6825453
5. Memory in ChatGPT: help.openai.com/en/articles/8590148
6. Exporting your ChatGPT history and data: help.openai.com/en/articles/7260999
7. How your data is used to improve model performance: help.openai.com/en/articles/5722486
8. Deleting and archiving chats: help.openai.com/en/articles/8809935
9. Deleting your ChatGPT account: help.openai.com/en/articles/6378407

news.aistacksignal.com/chatgpt-privacy

Facts checked against the pages above on November 2, 2026.