



SAMPLE

CONFIDENTIAL

Monthly AI Usage Report

Which AI tools your team used in September 2026, what changed since the last review, and what we did about it.

PREPARED FOR
Example Industries Inc.

37

AI TOOLS IN USE
+7 vs August

7

NEW THIS MONTH

9

BLOCKED
+6 vs August

12

LEARN FROM INPUT
+1 vs August

Period
September 2026
Compared with 26 Aug 2026

Prepared by
Your Company Ltd
security@yourcompany.example

Policy
General business
Audit of 26 Sep 2026

INTRODUCTION

About this report

Every month we check which AI tools your team reaches from the office network, flag anything that could expose company data, and keep the block list on your firewall current.
Your own introduction goes here in a white-label report.

How each AI tool is handled

Block

Stopped on the firewall or DNS filter by a feed that updates every day. Staff see a block page.

Allow with controls

Allowed only on a business plan with single sign-on and terms that keep your data out of training.

Allow

Low risk under the General business policy. Tools you approved are marked **Approved**.

Contents

1. Summary and headline findings

2. What changed since the last review

3. Risk profile

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5. Full AI tool inventory

6. Policy and block list

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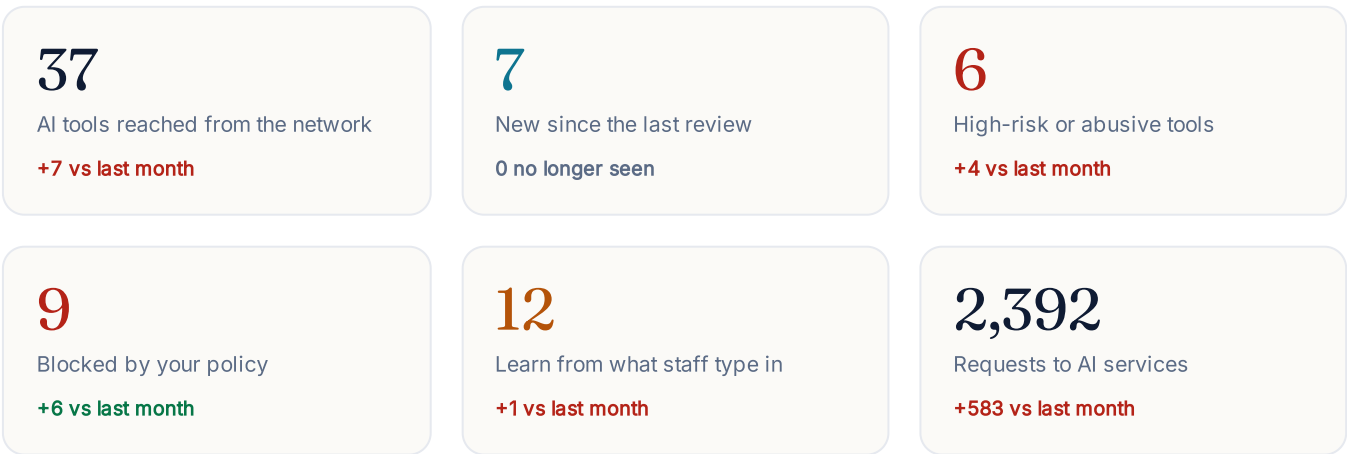
Evidence

This month: 2,392 requests to AI services, matched against a register of more than 11,000 AI-tool domains that is updated every day. Each vendor's data-training terms are checked by hand.

SEPTEMBER 2026 AT A GLANCE

37 AI tools in use, 7 new since August

Built from this month's network audit and compared with the one before.



Headline findings

- 01 7 AI tools appeared since August**
6 of them are blocked under your policy and were added to the firewall feed.
- 02 4 new high-risk tools: DeepSeek, Kimi, Manus, DeepSwap**
Rated high risk for data handling or ownership. Blocked, with the reason on record.
- 03 12 tools learn from what staff type in**
Anything pasted into them can be kept by the vendor. Each is blocked or allowed only on a business plan with no-training terms.
- 04 The busiest AI service is Claude**
369 requests from 13 devices this month, and it is on your approved list.

AI tools per month



LOOK AT THESE FIRST

Needs your attention

New this month and high-risk, learning from user input, or blocked under the General business policy.

- 01

DeepSeek

deepseek.com

High risk rating · Data may be stored outside your region. Rule: High risk rating. Seen on 2 devices.

Block
- 02

Suno AI

suno.com

Trains on what staff type in. Rule: Audio, Voice & Music default; trains on user data by default. Seen on 2 devices.

Block
- 03

Napkin

napkin.ai

Blocked under policy. Rule: Productivity & Collab default; trains unless opted out. Seen on 1 device.

Block
- 04

Kimi

kimi.com

High risk rating · Data may be stored outside your region. Rule: High risk rating. Seen on 1 device.

Block
- 05

Manus

manus.im

High risk rating · Data may be stored outside your region. Rule: High risk rating. Seen on 2 devices.

Block
- 06

DeepSwap

deepswap.ai

High risk rating · Abusive use: deepfake · Data may be stored outside your region. Rule: Abusive-purpose AI (deepfake). Seen on 1 device.

Block

New since the last review

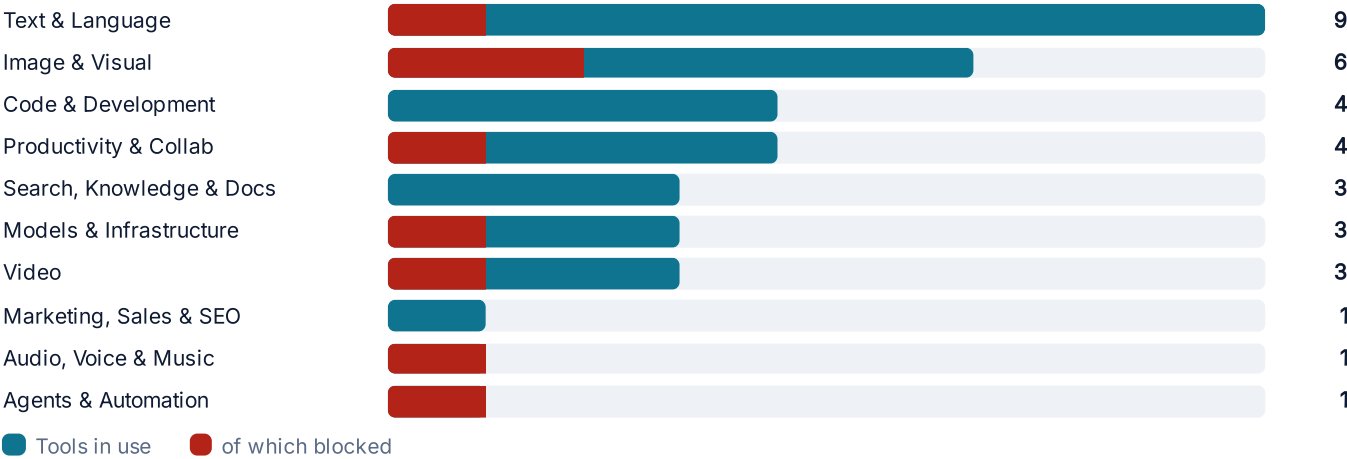
NEW AI TOOL	CATEGORY	DATA TRAINING	DEVICES	POLICY
Gamma gamma.app	Productivity & Collab	Trains unless the user opts out	3	Allow with controls
DeepSeek deepseek.com	Models & Infrastructure	Trains unless the user opts out	2	Block
Suno AI suno.com	Audio, Voice & Music	Trains on user data	2	Block
Napkin napkin.ai	Productivity & Collab	Trains unless the user opts out	1	Block
Kimi kimi.com	Text & Language	Trains unless the user opts out	1	Block
Manus manus.im	Agents & Automation	Does not train on user data	2	Block
DeepSwap deepswap.ai	Image & Visual	Does not train on user data	1	Block

RISK PROFILE

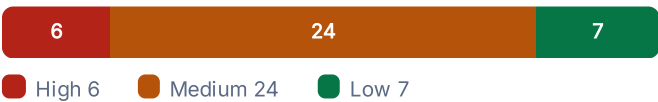
What kind of AI your team uses

By category, by risk and by what the vendor does with the data you give it.

AI tools by category



Risk rating



Data location risk



Does the vendor learn from what staff type in?



26 of the 37 vendors offer a business plan that keeps your data out of training. For those tools, the safe option is to move staff onto that plan rather than block them.

MONTH ON MONTH

Usage changes, tool by tool

Requests this month compared with August. New tools start from zero.

AI TOOL	CATEGORY	AUGUST	SEPTEMBER	CHANGE	POLICY
Gamma New	Productivity & Collab	—	64	+64	Allow with controls
DeepSeek New	Models & Infrastructure	—	57	+57	Block
Claude	Text & Language	314	369	+55	Allow with controls
Suno AI New	Audio, Voice & Music	—	51	+51	Block
Grammarly	Text & Language	250	294	+44	Allow with controls
DeepL	Text & Language	238	280	+42	Allow with controls
Napkin New	Productivity & Collab	—	34	+34	Block
Perplexity AI	Search, Knowledge & Docs	177	208	+31	Allow with controls
Kimi New	Text & Language	—	28	+28	Block
Manus New	Agents & Automation	—	27	+27	Block
ChatGPT	Text & Language	148	174	+26	Allow with controls
v0 by Vercel	Code & Development	67	79	+12	Allow with controls
Remove.bg	Image & Visual	71	83	+12	Allow with controls
Writesonic	Marketing, Sales & SEO	48	57	+9	Allow with controls
Devin Desktop (formerly Windsurf)	Code & Development	49	58	+9	Allow with controls
Gemini Notebook (formerly NotebookLM)	Search, Knowledge & Docs	47	55	+8	Allow with controls
Hugging Face	Models & Infrastructure	42	49	+7	Allow with controls
QuillBot	Text & Language	41	48	+7	Allow with controls
Midjourney	Image & Visual	39	46	+7	Allow with controls
Otter.ai	Productivity & Collab	43	50	+7	Allow with controls

No longer seen: none.

INVENTORY

Every AI tool seen this month

37 tools, busiest first.

AI TOOL	CATEGORY	RISK	DATA TRAINING	REQUESTS	DEVICES	POLICY
Claude Approved claude.ai	Text & Language	Medium	Trains unless the user opts out	369	13	Allow with controls
Grammarly Approved grammarly.com	Text & Language	Medium	Trains unless the user opts out	294	12	Allow with controls
DeepL deepl.com	Text & Language	Medium	Trains on user data	280	14	Allow with controls
Perplexity AI perplexity.ai	Search, Knowledge & Docs	Medium	Trains unless the user opts out	208	11	Allow with controls
ChatGPT Approved chatgpt.com	Text & Language	Medium	Trains unless the user opts out	174	10	Allow with controls
Remove.bg remove.bg	Image & Visual	Medium	Trains on user data	83	3	Allow with controls
v0 by Vercel v0.dev	Code & Development	Medium	Trains unless the user opts out	79	4	Allow with controls
Gamma gamma.app	Productivity & Collab	Medium	Trains unless the user opts out	64	3	Allow with controls
Devin Desktop (formerly Windsurf) windsurf.com	Code & Development	Medium	Trains on user data	58	2	Allow with controls
Writesonic writesonic.com	Marketing, Sales & SEO	Low	Does not train on user data	57	2	Allow with controls
DeepSeek deepseek.com	Models & Infrastructure	High	Trains unless the user opts out	57	2	Block
Gemini Notebook (formerly NotebookLM) notebooklm.google	Search, Knowledge & Docs	Low	Does not train on user data	55	2	Allow with controls
Suno AI suno.com	Audio, Voice & Music	Medium	Trains on user data	51	2	Block
Otter.ai otter.ai	Productivity & Collab	Medium	Trains on user data	50	2	Allow with controls
Hugging Face huggingface.co	Models & Infrastructure	Low	Does not train on user data	49	2	Allow with controls
QuillBot quillbot.com	Text & Language	Medium	Trains unless the user opts out	48	2	Allow with controls
Midjourney midjourney.com	Image & Visual	Medium	Trains on user data	46	4	Allow with controls

AI TOOL	CATEGORY	RISK	DATA TRAINING	REQUESTS	DEVICES	POLICY
HeyGen heygen.com	Video	Medium	Trains unless the user opts out	36	2	Allow with controls
Napkin napkin.ai	Productivity & Collab	Medium	Trains unless the user opts out	34	1	Block
Runwayml (runwayml.com) runwayml.com	Video	Medium	Trains on user data	30	1	Allow with controls
Cursor Approved cursor.com	Code & Development	Medium	Trains unless the user opts out	30	1	Allow with controls
Grok grok.com	Text & Language	Medium	Trains unless the user opts out	28	1	Allow with controls
Kimi kimi.com	Text & Language	High	Trains unless the user opts out	28	1	Block
Manus manus.im	Agents & Automation	High	Does not train on user data	27	2	Block
Mistral mistral.ai	Models & Infrastructure	Medium	Trains unless the user opts out	26	1	Allow with controls
Fireflies.ai Approved fireflies.ai	Productivity & Collab	Low	Does not train on user data	25	1	Allow with controls
You.com you.com	Search, Knowledge & Docs	Low	Does not train on user data	17	2	Allow with controls
Poe poe.com	Text & Language	Low	Does not train on user data	14	1	Allow with controls
Jasper jasper.ai	Text & Language	Medium	Trains on user data	13	1	Allow with controls
Replit replit.com	Code & Development	Medium	Trains on user data	11	1	Allow with controls
Ideogram ideogram.ai	Image & Visual	Medium	Trains on user data	9	1	Allow with controls
Julius julius.ai	Data, Analytics & Research	Low	Does not train on user data	9	2	Allow with controls
Character.AI character.ai	Lifestyle & Entertainment	Medium	Trains on user data	8	1	Block
SeaArt seaart.ai	Image & Visual	High	Not stated by the vendor	7	1	Block
Kling AI klingai.com	Video	High	Trains unless the user opts out	7	1	Block
DeepSwap deepswap.ai	Image & Visual	High	Does not train on user data	6	1	Block
Leonardo AI leonardo.ai	Image & Visual	Medium	Trains on user data	5	1	Allow with controls

POLICY

General business policy, applied

Every tool has a decision and a reason, so each block has an answer when someone asks why.



On the firewall block list

AI TOOL	DOMAIN	REASON
DeepSeek	deepseek.com	High risk rating
Suno AI	suno.com	Audio, Voice & Music default; trains on user data by default
Napkin	napkin.ai	Productivity & Collab default; trains unless opted out
Kimi	kimi.com	High risk rating
Manus	manus.im	High risk rating
Character.AI	character.ai	AI companions & character chat
SeaArt	seaart.ai	High risk rating
Kling AI	klingai.com	High risk rating
DeepSwap	deepswap.ai	Abusive-purpose AI (deepfake)

Allowed on a business plan only

DeepL, Perplexity AI, Remove.bg, v0 by Vercel, Gamma, Devin Desktop (formerly Windsurf), Writesonic, Gemini Notebook (formerly NotebookLM), Otter.ai, Hugging Face, QuillBot, Midjourney, HeyGen, Runwayml (runwayml.com), Grok, Mistral, You.com, Poe, Jasper, Replit, Ideogram, Julius, Leonardo AI.

NEXT STEPS

Action plan

Our recommendations

1. DeepSeek, Kimi, Manus and DeepSwap appeared this month and are now blocked on the firewall.
No action needed from you.

2. DeepL is the third most-used AI service and trains on what staff paste into it. We recommend DeepL Pro for the teams that use it.

3. Please confirm ChatGPT, Claude, Grammarly, Cursor and Fireflies stay on your approved list.

4. We run the next review on 26 October.

Your own recommendations go here in a white-label report.

Checklist

- 01

Blocked tools are on the firewall feed

9 AI tools are stopped at the network boundary, including every new high-risk tool from this month.

Done by us
- 02

Move data-training tools onto business plans

DeepL, Remove.bg, Devin Desktop (formerly Windsurf), Otter.ai, Midjourney learn from what staff type in. A business plan keeps company data out of training.

This month
- 03

Confirm your approved list

Tell us which tools your team should keep using, so they stay open and are marked as approved.

This month
- 04

We audit again in 30 days

The next report shows whether usage moved to the approved tools and lists anything new.

Next review

Sign-off

Prepared by Your Company Ltd

Reviewed with (client)

Date

Based on the network log supplied for this period. AI tools reached outside the logged network, such as on personal devices at home, are not included.

FOR IT COMPANIES AND MSPS

What you pay, and what your clients get

In plain words: you are an IT company that looks after other businesses. For \$249 a month you add up to **25 of those businesses** to your account. On top of that you get **10 AI audit reports a month** with your logo, which you run for whichever clients you choose. The add-ons give every client a report every month.

PACKAGE 1

Assess

\$249/month

The MSP plan

What you get for each client

- ✓ 10 white-label AI audit reports a month, with your logo ([sample](#))
- ✓ A ready AI policy for each client (15 sector templates)
- ✓ An upload link with your logo, so clients send their own log file

PACKAGE 2 · RECOMMENDED

+ Monthly reports

\$398/month

MSP plan \$249 + Monthly AI Report \$149

Everything in package 1, plus

- ✓ A 10-page AI report for every client, every month ([sample](#))
- ✓ 25 audits a month instead of 10, so all 25 clients are checked every month

PACKAGE 3

+ Compliance evidence

\$548/month

MSP plan \$249 + both add-ons \$299

Everything in package 2, plus

- ✓ An AI compliance evidence pack for every client ([sample](#))
- ✓ Vendor register, change log and CMMC, HIPAA, NIST AI RMF and insurance mapping

In practice, with 25 clients

	PACKAGE 1	PACKAGE 2	PACKAGE 3
Client companies you can add	25	25	25
Audit reports per month (you choose which clients)	10	25	25
How often each client is audited	about every 3 months	every month	every month
Clients that get a monthly AI report	—	all 25, every month	all 25, every month
Clients that get a compliance evidence pack	—	—	all 25
Total per month	\$249	\$398	\$548

Example with package 1: audit 10 clients in January, 10 others in February, the last 5 in March. Evidence packs without monthly reports: \$448/month. More than 25 clients: +\$99/month for every 25 more.

Pay with PayPal or credit / debit card. One monthly bill. How it works: [shadowaitools.com/msp-ai-governance-service.php](#)