Current Una Mens AI workflow

Until a formal zero-data-retention API environment is available, Una Mens uses a dedicated journal account and unpersonalized Temporary Chat sessions in ChatGPT for journal-generated reviewer maps and other bounded editorial AI tasks.

Temporary Chats do not appear in chat history, do not create or update memories, and are not used to improve OpenAI models while they remain temporary. OpenAI may retain a copy for up to 30 days for safety purposes.

For manuscript-processing tasks, Una Mens also follows these practices:

- use an unpersonalized Temporary Chat;
- avoid plugins, connected apps, custom instructions, or other unnecessary external integrations;
- remove unnecessary identifying information where feasible;
- provide only the manuscript content reasonably necessary for the task;
- do not save the Temporary Chat as a regular conversation;
- Do not submit response feedback or ratings on chats containing confidential manuscript material;
- retain the finished reviewer map within journal-controlled storage rather than relying on the AI provider to preserve the interaction.

Una Mens is continuing to pursue a formal zero-data-retention API environment and will update this policy when that infrastructure changes.