## NSHE Guidelines for Use of Alexa, Google Assistant, Siri and Cortana While Working at Home

Did you know that, by default, smart speakers such as Alexa, Google Assistant, Siri and Cortana, when enabled, are always listening? When working from home, and when working with confidential information such as human resource data, financial data, student data and other information considered confidential, you should consider muting or turning them off. Alternatively, you can move them to another location, so they are not within audible range of your work/office area.

One known fact is they can record your conversations. Amazon confirms that Alexa records conversations and stores the transcripts associated with the customer’s account. These transcripts are retained indefinitely unless the customer manually removes them. If you are unsure on how to disable your smart speaker or delete recordings stored by your smart speaker, we have provided the following:

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| ALEXA | GOOGLE ASSISTANT | SIRI | CORTANA |
| Stop Alexa from listening:   1. Open App 2. Tap Menu 3. Select Alexa account 4. Choose Alexa Privacy 5. Select “Manage how data improved Alexa” 6. Turn off the button next to “Help develop new features” | Stop Google from listening:   1. Open app 2. Select more 3. Select google assistant 4. Scroll down to assistant devices and select all you want to turn off 5. Tap the toggle to turn off | How to disable Siri   1. Tap settings 2. Select “Siri & search” and toggle off 3. Select “Press home for Siri” and toggle off 4. Click “turn off Siri” 5. Tap to turn off | Disable in Windows 10:   1. Go to settings 2. Select Privacy 3. Decide what data to send to Microsoft 4. Go to “Speech, inking & typing” on the left 5. Click “Stop getting to know me” 6. Click “Turn off” |
| To delete recordings using the app:   1. Open app 2. Select communicate 3. Swipe left on the conversation you want to delete and then select remove | To delete recordings:   1. Open app 2. Select My Account Tab 3. Scroll down for recordings 4. Tap on three dots on day or specific recording & delete | Turn off audio recording:   1. Open settings 2. Go to privacy 3. Choose “Analytics & improvements” 4. Locate “Improve Siri & dictation” and turn off | To delete stored data:   1. Open settings in Cortana 2. Scroll to bottom and click clear |
| To delete recordings using verbal commands say:   * “Alexa delete everything I said today” or * “Alexa delete what I just said” | To delete history using the app:   1. Tap “More” at top of google assistant banner 2. Under delete activity – choose “All the time” 3. Tap “Delete and confirm” | To delete recordings:   1. Go to settings 2. Tap “Siri & Search” 3. Select “Siri & Dictation History” 4. Delete and confirm |  |
|  | To delete history verbally say:   * Google delete my last conversation * Google delete today’s activity * Google delete this week’s activity * To delete the last thing you said, say “Google that wasn’t for you.” |  |  |