

How to Change Privacy Settings in ChatGPT

STEP 1: Go to ChatGPT and Log In

Visit <https://chat.openai.com>

Log in to your OpenAI account (or sign up if you don't have one).

Click on your icon on the right to get the drop down menu

Click on Settings

ChatGPT 4o ▾

What are you working on?

Ask anything



Temporary 

skovierafamily@gmail.com +

Upgrade Plan

Tasks

My GPTs

Customize ChatGPT

Settings

Keyboard shortcuts

Help & FAQ

Release notes

Terms & policies

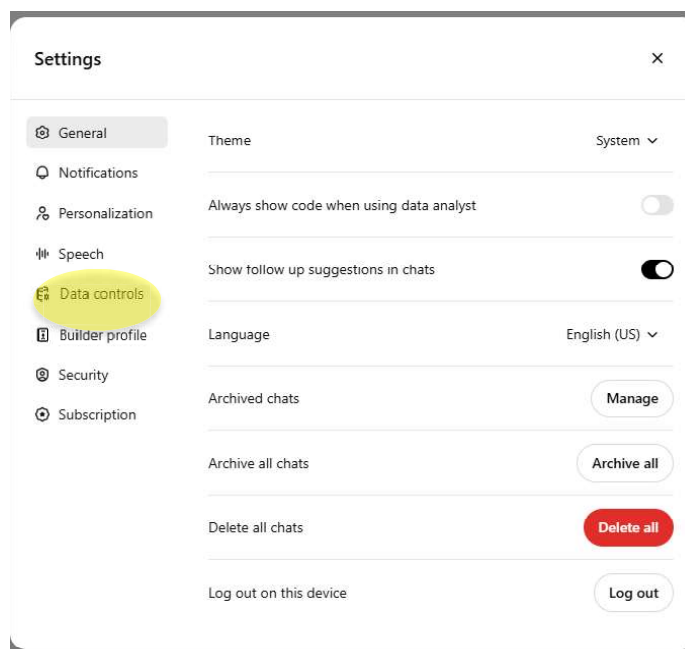
Get ChatGPT search extension

Log out

STEP 2: Click "Data Controls"

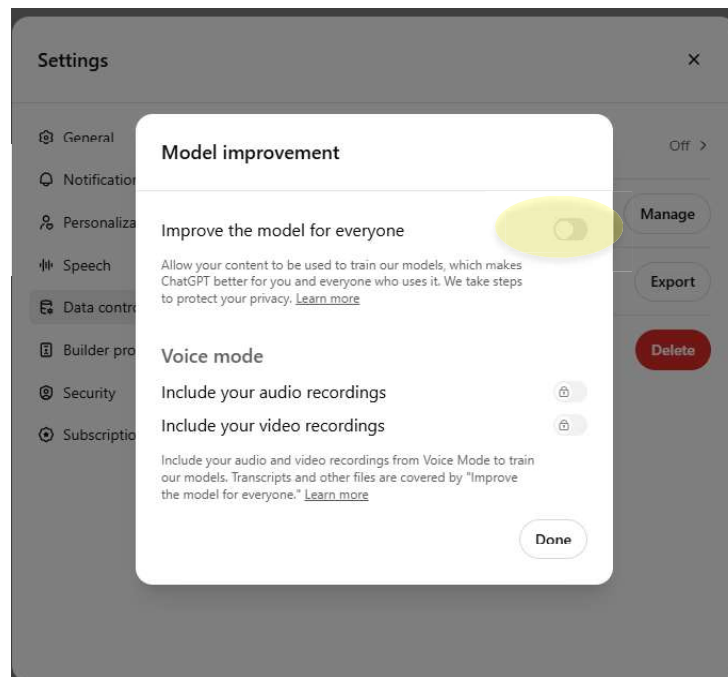
On the left side of the screen, click the button that says Data Controls

It will open a library of custom-made GPTs by other people (like a chatbot store).



STEP 3: Click “Improve the model for everyone”

Now unselect the *Improve the model for everyone* toggle to turn it off
Click Done



STEP 4: Clearing the Memory

If you wish you can clear the memory so no history remains.

Click on PERSONALIZATION. Untoggled the buttons beside Reference saved memories

