

Secure Your Claude Privacy Settings in 6 Steps

Take control of what Claude remembers, what it shares, and how your data is used — in under 5 minutes.

 **Before you start:** Log into your account at **claude.ai** on a computer. All settings are found by clicking your **profile icon** → **Settings** in the bottom-left corner of the screen.

1



Open Your Settings

This is your command center. Everything you need is right here.

- Click your name or profile icon in the bottom-left corner of the screen
- Click Settings from the pop-up menu
- You'll see a left-side menu — we'll jump between Privacy and Capabilities

2



Opt Out of AI Training

By default, Claude may use your conversations to train future AI models. Here's how to turn that off.

- In Settings, click Privacy from the left menu
- Find the toggle labelled "Help improve Claude"
- If it's ON (blue/green) — toggle it OFF

📍 **Settings > Privacy > "Help improve Claude" → OFF**

⚠️ Heads up: Data already used in completed training runs cannot be removed. But from this point forward, your chats won't be used. One exception: if a conversation is flagged by Anthropic's safety systems, it may still be reviewed.

3



Turn Off Location Tracking

Claude can use your IP address to guess your city or region for local search results. You can disable this.

- Stay in Settings → Privacy
- Find the "Location metadata" toggle
- Toggle it OFF

📍 **Settings > Privacy > "Location metadata" → OFF**

💡 Device tip: This setting is device-specific. If you use Claude on your phone AND laptop, repeat this step on each device. On the mobile app, location is controlled through your phone's own settings.

4



Stop Claude from Referencing Past Chats

Even without memory enabled, Claude can still peek at your past conversations. Here's how to close that door.

- Stay in Settings → Privacy
- Find "Search and reference chats"
- Toggle it OFF

📍 **Settings > Privacy > "Search and reference chats" → OFF**

5



Manage Claude's Memory of You

Claude can quietly build a profile of you from past chats. Here's how to see what it knows — and wipe the slate clean.

- Open a new chat with Claude
- Type: "What do you know about me?" — Claude will list any stored details
- To erase everything, type: "Forget everything you know about me."
- To stop future memory building: go to Settings → Capabilities, toggle off "Generate memory from chat history" and select Pause memory

🔗 **Settings** › **Capabilities** › **"Generate memory from chat history"** → OFF

6



Delete Old Conversations

Your chat history is stored and searchable. Clean house on a regular basis.

- In the left sidebar, hover over any past conversation
- Click the three-dot menu (⋮) that appears
- Select Delete to remove individual chats
- For a full purge, check Settings → Privacy for bulk delete options

💡 Pro habit: Add a "Monthly Privacy Check-in" to your calendar. Revisit these settings periodically — platforms update their defaults, and you want to make sure YOUR choices are still in place.

Royal Bonus Tips



The Queen's Privacy Power Moves



Your data is encrypted in transit and at rest by default. Anthropic restricts which employees can even access it.



Never share client names, financials, or proprietary business info in Claude unless you're on an Enterprise plan with a Data Processing Agreement.



Repeat these steps on every device. Settings are NOT synced across your phone, tablet, and computer automatically.



EU users: You have full GDPR rights — request your data, have it deleted, or transferred. Email privacy@anthropic.com.