

Security, privacy, plans and good practices

Choosing the right plan, protecting data and working with method

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How to use this handout

This handout gathers, in written and ordered form, everything covered in the lesson. You do not need to memorise it: it is there so you can find things again calmly, later, when the lesson is over and a question is left hanging.

GOAL

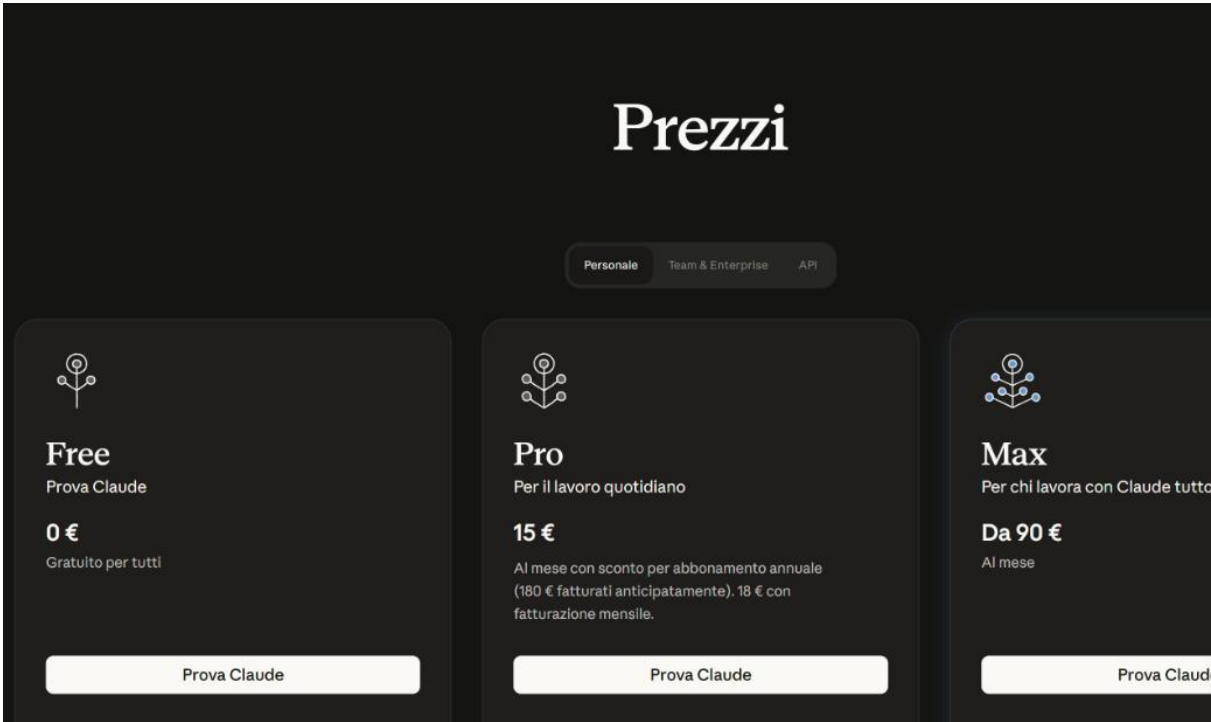
Choose the suitable plan, configure your account's privacy and adopt a checklist of safe habits for using Claude in everyday work.

What you will be able to do

- Compare the Free, Pro, Max, Team and Enterprise plans.
- Configure the privacy settings and understand what they do.
- Tell data you may write from data you must not write.
- Apply a checklist before trusting a result.
- Plan your next learning steps.

1. The plans: which to choose

You do not need the most expensive plan: you need the one that matches how you work.



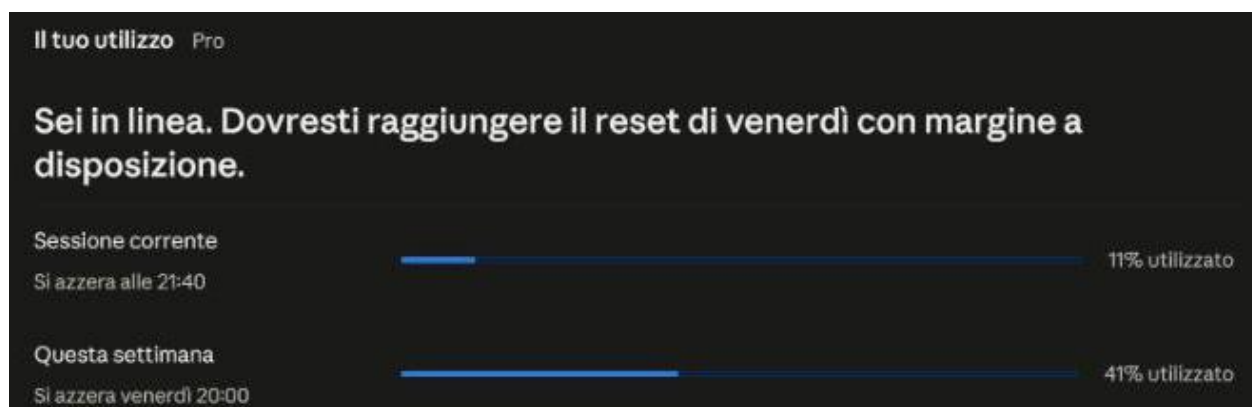
The Pricing page of claude.com (Italian version): Free, Pro, Max.

Plan	Price (Italy, Oct. 2026)	Who it is for
Free	€0	To try the chat, web search and file creation
Pro	€15 a month with annual subscription (€180 upfront); €18 a month with monthly payment	For daily use: more usage, projects, scheduled tasks, Cowork and Claude Code
Max	From €90 a month	For those who work with Claude all day and want much wider limits
Team / Enterprise	On a dedicated platform, per-seat pricing	For organizations: administration, single sign-on (SSO), data controls

Source: Pricing page of claude.com accessed 3 October 2026 (Italian prices). Prices and conditions may change.

1.1 What changes in practice

- **Models:** Fable 5.1 is included in the Max plans, while on Pro it is available with usage credits (as stated in the model menu).
- **Cowork and Claude Code** are included in the Pro and Max plans.
- **Usage limits:** grow with the plan. Agentic tasks like Cowork and Claude Code consume more than a chat.
- Under **Settings, Usage** you see how much you consumed.



Settings, Usage (Italian interface): percentage used in the current session and in the week, with the reset time.

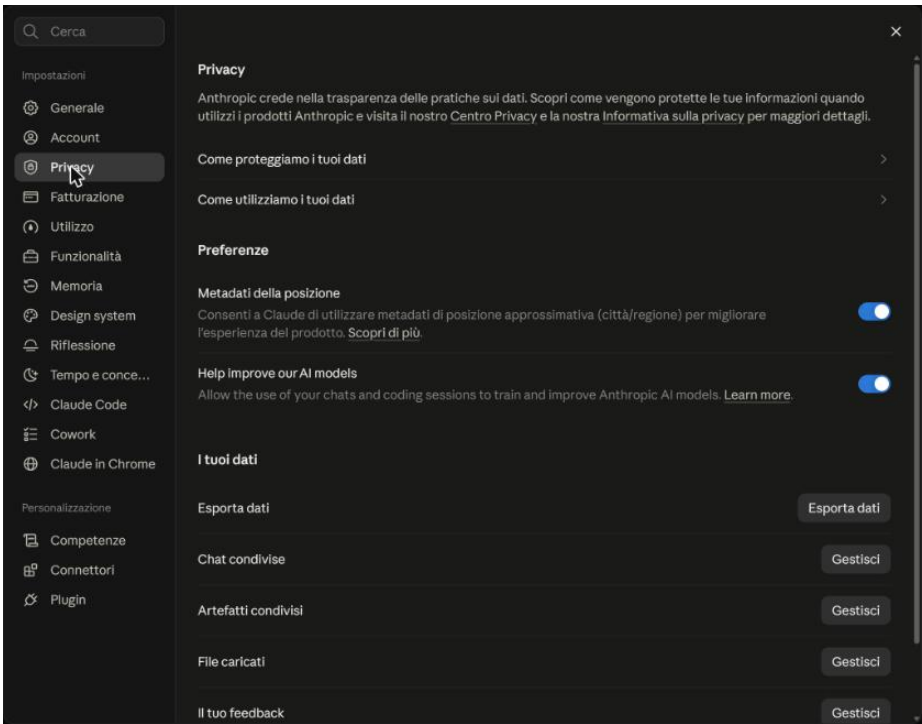
CHECK BEFORE BUYING

Prices, plans and inclusions change often: always check the official page, also depending on country and VAT.

2. Privacy: what happens to your data

Everything you write is processed by an online service: knowing the settings is the first act of prudence.

In **Settings, Privacy** you find the official explanations («How we protect your data» and «How we use your data»), some preferences and the tools to manage your data.



Settings, Privacy (Italian interface): preferences and management of your data.

Setting	What it decides
Location metadata	Allows the use of approximate location (city or region) to improve the experience
Help improve our AI models	Decides whether your chats and coding sessions may be used to train and improve Anthropic's models
Export data	Downloads a copy of your data
Shared chats, Shared artifacts, Uploaded files	Lists with which to review and remove what you shared or uploaded

The main entries of the Privacy page.

IN PLAIN WORDS

Check once the switch about using data to improve the models: it is your choice, and worth making consciously.

2.1 What not to write

- Passwords, codes, access keys.
- Card numbers, bank details, identity documents.
- Health or confidential data of customers, patients, students, colleagues.
- Trade secrets or documents covered by contractual confidentiality.

2.2 How to work anyway

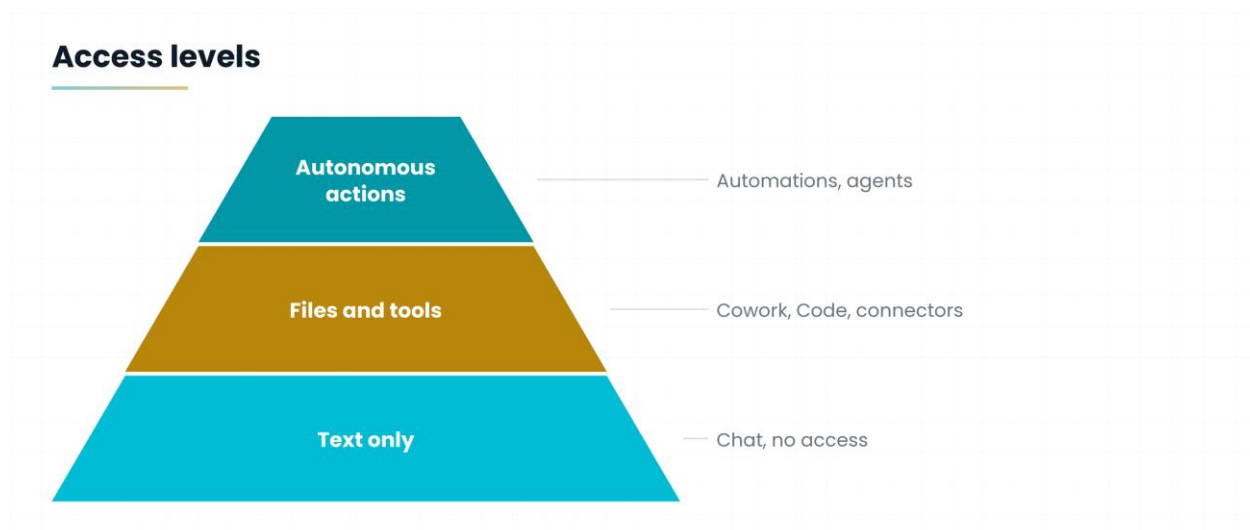
Anonymize: replace names with «Customer A», addresses with «Street X», figures with similar values. If you must process third-party data systematically, ask your organization's data protection officer and consider an organizational plan (Team or Enterprise), which offers administrative controls.

REGULATORY NOTE

In Europe the data protection regulation (GDPR) and the European regulation on artificial intelligence (AI Act) apply, which provides among other things for AI literacy of staff who use AI systems. This course is not legal advice: for compliance decisions consult a professional.

3. Operational security: Cowork, Code and skills

The more Claude acts, the more permissions matter.



From least to most risky: give Claude only the access it needs.

Tool	Safety rule
Chat	No sensitive data; verify facts and figures
Cowork	Specific folders, work on copies, plan approved before acting
Claude Code	Test branch, manual mode at first, tests and review of changes
Skills	Only from trusted sources; read all the files
Connectors and MCP	Read-only when enough; revoke what you do not use

Tool	Safety rule
Schedules	Try by hand; results to you before customers

One rule per tool.

A CONCRETE EXAMPLE

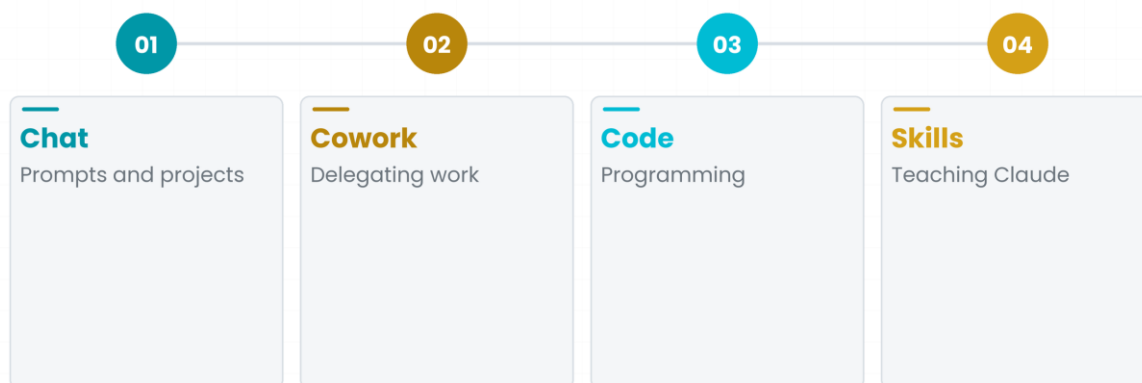
Want Cowork to tidy the invoices? Copy the folder, grant only the copy, ask for the plan, approve it, check the result and only then apply it to the real archive.

4. The ten good practices and the next step

If you remember only one page of this course, remember this one.

- 1. One chat per topic:** clean context gives better answers.
- 2. Write the request well:** context, goal, format, check.
- 3. Choose the model with the criterion** light, balanced, powerful.
- 4. Always verify** figures, quotations and sources.
- 5. Turn on web search** for what changes.
- 6. Do not write sensitive data**, or anonymize it.
- 7. Ask for a plan** before important actions.
- 8. Work on copies** and test branches.
- 9. Turn what you repeat into a skill.**
- 10. Check the settings** of privacy, memory and permissions now and then.

From the first message to the skill



The path of the course: from chat to skills.

4.1 To keep learning

- The **Claude Code documentation** (code.claude.com/docs) and the free Claude Academy courses (academy.claude.com).
- The Claude **Help Center** (support.claude.com) for guides on Cowork, skills and projects.
- Gianluca Bonomo's **channel and handouts** at www.gianlu.it.

IN PLAIN WORDS

Start small, check, repeat. Every time you repeat something three times, it is time to teach it to Claude.

Hands-on exercise

Twenty minutes to secure your account and choose your plan.

1. Open Settings, Privacy and read the «How we use your data» section.
2. Decide consciously how to set the switch about improving the models.
3. Open Settings, Memory and choose which of the two switches you want on.
4. Open Settings, Usage and note how much you consumed in a week.
5. Review Customize: disconnect connectors and turn off skills you do not use.
6. Write on a page your five personal rules, choosing them from the ten good practices.

WATCH OUT

Did you decide consciously about data use?

Did you remove what you do not use?

Do you have a personal list of rules?

Questions that come up in class

Which plan do I need to start?

To learn the chat, Free is enough. If you want Cowork or Claude Code, the minimum is Pro.

Can Claude use my data for training?

It depends on the setting in your account's Privacy page: you can consult and change it. Read the «How we use your data» section.

Can I use it for customer data?

With caution: anonymize, use an organizational plan if processing is systematic and involve the privacy officer. This is not legal advice.

What happens if I exhaust my plan's limit?

You must wait for the limit to reset or move to a higher plan, according to the rules shown in Settings, Usage.

Can I delete my chats?

Yes, from the sidebar; in the Privacy page you can also export data or remove shared files and content.

Glossary

Term	What it means
AI Act	The European regulation on artificial intelligence systems.
Anonymize	Remove from the text the data that identifies a person.
GDPR	The European regulation on the protection of personal data.
Read-only	A permission that lets you consult but not modify.
Usage limit	The amount of work allowed in a given period.

Further reading

Anthropic, Pricing page (claude.com/pricing, Italian version) - accessed 3 October 2026

claude.ai interface, Settings: Privacy, Memory, Usage - screenshots of 3 October 2026

Anthropic, Claude Code Docs: Best practices and Permission modes -

code.claude.com/docs, October 2026

Regulation (EU) 2016/679 (GDPR) and Regulation (EU) 2024/1689 (AI Act) - official texts on eur-lex.europa.eu

WATCH OUT

Prices, plans and settings verified on 3 October 2026 (Italian prices in euros): they change often, check the official pages before deciding.