

Claude Code account and policy approval

IT procurement and engineering leads

[Read the complete guide on aona.ai](#)

Approve the account and sign-in arrangement used for company code, not only the Claude Code application. Anthropic's current documentation distinguishes consumer training preferences, commercial terms, retention options and separate feedback-sharing flows. Confirm which arrangement governs the intended session, then record the organisation's permitted code and purpose.

Pair the actual sign-in arrangement with applicable training, retention and code-use decisions.

Dated provider categories plus a fictional decision scenario. No real account, agreement or approval is verified.

Your review

Reviewer: _____ Date: _____

Organisation or team: _____

☐ **Verify the session's account and provider**

Use administrative evidence, not an application logo or a copied API key.

☐ **Separate standard terms from exceptions**

Record any opt-in, retention variation and covered feature explicitly.

☐ **Record permitted code and recheck triggers**

Keep feedback sharing and local file permissions as linked decisions.

Checked items record your review, not a compliance approval or an installed-product test result.

Notes and next actions

Decision and scope: _____

Evidence to collect: _____

Owner and next review date: _____

Review matrix

Category	Dated documentation	Review implication
Consumer, improvement allowed	Five-year retention described	Employer permission still required
Consumer, improvement disabled	30-day retention described	Confirm actual preference and task

Category	Dated documentation	Review implication
Commercial standard	No training absent opt-in; standard 30 days	Confirm agreement and provider route
Qualified ZDR	Specific enablement required	Do not infer it from plan name
Feedback report (/feedback)	Five-year path, including /bug and /share	Review the exceptional upload

Claude Code account review

This pack contains no credentials or active configuration. It does not sign in, contact a provider or approve a disclosure.

Record the actual account/provider and current policy sources in account-review.csv. Use the decision record for employer-owned code. For support disclosures use the separate D09 guide, and for local file permissions use D05. Do not infer zero retention or commercial coverage from the product name alone.

Account review

Field	Current evidence	Source	Owner	Status
Account owner	TO_RECORD		ASSIGN	UNVERIFIED
Plan and provider	TO_RECORD		ASSIGN	UNVERIFIED
Authentication method without secret values	TO_RECORD		ASSIGN	UNVERIFIED
Training preference or applicable commitment	TO_RECORD		ASSIGN	UNVERIFIED
Explicit improvement programme opt-in	TO_RECORD		ASSIGN	UNVERIFIED
Standard retention	TO_RECORD		ASSIGN	UNVERIFIED
Qualified retention variation and enablement	TO_RECORD		ASSIGN	UNVERIFIED
Feedback and transcript-sharing process	TO_RECORD		ASSIGN	UNVERIFIED
Local and exported records	TO_RECORD		ASSIGN	UNVERIFIED

Company code use decision

Account/provider reviewed: _____
Applicable terms and review date: _____
Permitted code classes and purposes: _____
Restricted material: _____
Owner authorised to change data-use choices: _____
Feedback-sharing procedure: _____
Retention evidence and unresolved questions: _____
Decision: NOT YET REVIEWED
Recheck after sign-in, plan, provider, preference or agreement change.

Documented account categories

Checked at	Category	Documented policy	Important boundary	Source
2026-09-21	Consumer improvement enabled	Data may improve models and five-year retention described	Actual preference and employer permission to confirm	https://code.claude.com/docs/en/data-usage
2026-09-21	Consumer improvement disabled	30-day retention described	Confirm actual selected account and preference	https://code.claude.com/docs/en/data-usage
2026-09-21	Commercial standard	No training unless opted in and standard 30-day retention described	Provider agreement and feature scope to confirm	https://code.claude.com/docs/en/data-usage
2026-09-21	Qualified zero retention	Specific organisation enablement required	Not automatic with standard Enterprise	https://code.claude.com/docs/en/data-usage
2026-09-21	Feedback report (/feedback plus /bug and /share)	Separate five-year retention path	Not ordinary session retention	https://code.claude.com/docs/en/data-usage

Fictional account decision

SYNTHETIC SCENARIO ONLY. No real account or approval exists.

Hypothetical task: explain a generic toy sum function. No code file is supplied in this account-policy pack.

Candidate A: a fictional employee-funded consumer account with improvement preference unverified.

Candidate B: a fictional organisation-managed commercial account.

Evidence considered: the dated categories in documented-account-categories.csv; actual contract, provider route and account state remain unverified.

Illustrative outcome: select Candidate B for the synthetic exercise only after the account owner verifies the arrangement. Withhold all real employer code until its data owner approves the specific service and purpose.

Feedback condition: no source/history submission without the separate support review.

Unresolved: actual retention variation and any data-use opt-in.

This teaches the decision structure and does not grant permission to any organisation.

Sources and scope

Sources checked 2026-09-21. Review the current requirements and your actual agreement before using this workbook for a real decision. Aona does not change Anthropic's terms or supply unverified account restrictions. Local file access and provider handling require their own evidence.

[Claude Code: Data usage](#). Documents consumer/commercial training policy, retention options and separate feedback flows.

Additional source and scope notes

The pack also contains a populated dated policy-category table and a clearly fictional account decision. Those examples are separate from the blank actual-account review.