Yardwork

AI agent access checklist

Review task, account and effective grants together. Revocation does not erase data already held.

- [ ] **Inventory the connections**
  Open your account's third-party access settings. In a Google Account this is the third-party apps and services section; in Slack it is the workspace's installed apps list. Every connected app is listed with the scopes it holds.
- [ ] **Read the scopes, not the app name**
  A tool called "meeting notes" may hold drive.readonly. Compare each granted scope against what the tool needs to do its job.
- [ ] **Ask which account it acts as**
  Record the account and the granted scopes together. A dedicated account helps separate the work, but review its own permissions and action logging as well.
- [ ] **Find the gate**
  Establish which actions run unattended and which require a person. If the answer is "the prompt tells it not to," there is no gate.
- [ ] **Revoke what is stale**
  Remove connections for tools no longer in use. Revoking access stops future reach; it does not delete data already held, so ask about that separately.
- [ ] **Set a re-review date**
  Permissions drift as workflows change. A connection granted for one task tends to outlive it.

Compare concrete permissions

Permission	Boundary to check
gmail.send	Send without mailbox reading
gmail.compose	Manage drafts and send; not general inbox access
drive.file	Created files or files opened/shared through the picker
Sites.Selected	Consent plus resource assignment; delegated access also intersects user rights

Gmail/Drive short names normally use the prefix https://www.googleapis.com/auth/. Check Slack token type and compare Microsoft delegated and application grants separately.

Sources

Gmail API - Choose Auth Scopes: https://developers.google.com/workspace/gmail/api/auth/scopes

Google Drive API - API-specific authorization: https://developers.google.com/workspace/drive/api/guides/api-specific-auth

Microsoft Graph permissions reference: https://learn.microsoft.com/en-us/graph/permissions-reference

Selected permissions: https://learn.microsoft.com/en-us/graph/permissions-selected-overview