

Privacy Notice Addendum: Generative AI

For use alongside the main Privacy Notices

Purpose of this addendum

This addendum supplements the existing privacy notices used by the school, academy, trust or setting. It explains how personal data will be approached when generative artificial intelligence (AI) tools are used. It does not replace the existing privacy notices and should be read alongside them.

Generative AI means technology that creates new digital content, such as text, images, audio, video or other data, in response to instructions or information provided by a user. Generative AI may operate as a standalone service or as a feature within another approved system, such as an email, document, learning or administration platform.

Who this applies to

This addendum applies where personal data about pupils or students, parents or carers, staff, volunteers, governors, trustees, committee members, visitors or other individuals is processed through an approved generative AI tool. It also covers personal or technical data collected when an individual uses an approved AI service through an organisational account.

When generative AI tools may be used

The school, academy, trust or setting will only use generative AI tools where there is a clear, necessary and proportionate reason for doing so. Examples may include supporting teaching and learning, preparing resources, assisting with administration, drafting communications, summarising information or supporting the delivery and improvement of education services.

Approval of an AI tool does not automatically approve every possible use of it. The proposed purpose, the information involved and the risks to individuals will also be considered, particularly where children, special category data, criminal offence data, safeguarding information or other sensitive information may be involved. Personal data that may be processed

Depending on the approved tool and how it is used, personal data may include:

- information entered into a prompt or instruction;
- documents, images, audio, video or other files uploaded to, or accessed by, the tool;
- content generated by the tool and any corrections, comments or feedback added by a user;
- account details, user identifiers, usage information, interaction history and audit logs;
- technical information such as IP address, approximate location, device, operating system, browser and system information; and
- information available through approved connected services, such as email, documents, calendars, chats or other organisational content which the authorised user already has permission to access.

Legal basis and safeguards

Where generative AI is used to process personal data, the relevant data controller will identify an appropriate lawful basis under Article 6 UK GDPR. Where special category data is involved, a separate condition under Article 9 UK GDPR will also be identified. Criminal offence data will only be processed where the additional legal requirements are met.

Only the minimum personal data necessary for the approved purpose will be used. Personal, confidential or sensitive information must not be entered into an unapproved or public AI tool. Where

practical, personal data will be removed, anonymised or replaced with non-identifying information before an AI tool is used.

An AI tool will only be approved to process personal data where its contractual and technical arrangements provide appropriate protection. This includes ensuring that the information is not used to train public AI models, for advertising or for unrelated purposes.

Assessment and approval

A Data Protection Impact Assessment or other proportionate risk assessment will be completed before an AI tool, or a materially different use, is introduced where personal data may be processed. It will consider necessity, the data involved, accuracy and bias, age restrictions, safeguarding, human oversight, supplier and sub-processor arrangements, security, international transfers, storage, retention and deletion.

If a high risk cannot be mitigated, the processing will not begin until appropriate further steps have been taken, including consultation with the Information Commissioner's Office where required.

How personal data will be handled

Where personal data is retained within an approved AI service, it will be held within an approved managed account or supplier environment and protected by appropriate access controls and security measures. It will be retained only for as long as necessary for the approved purpose, in accordance with the relevant retention arrangements and the terms applying to the service, and will then be securely deleted or anonymised.

Details of approved suppliers, the purposes for which they may be used and their processing arrangements will be recorded in the Supplier Compliance Log and, where appropriate, the relevant Data Protection Impact Assessment. Where an AI-generated output forms part of an education, employment, safeguarding, complaint, decision-making or other official record, it may be retained with that record for the applicable retention period.

Human review and decision-making

AI-generated content may be incomplete, inaccurate or biased. An appropriately authorised person will review and, where necessary, correct relevant output before it is relied upon, communicated or added to an official record.

Generative AI will not be used as the sole basis for a decision which produces legal or similarly significant effects for an individual unless the use has been specifically assessed, a lawful basis and the required safeguards are in place, and the individual has been given any additional information required by law.

Individual rights

Individuals retain the data protection rights explained in the main Privacy Notices. Requests or concerns relating to personal data processed through an AI tool should be directed to the school, academy, trust or setting using the contact details provided in those notices.

Review

This addendum should be reviewed when the school, academy, trust or setting introduces or materially changes an AI tool or its use, when supplier arrangements change, or when relevant legislation or national guidance is updated.