

TUESDAY'S LIVE TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Consider Data Protection before using AI tools

Why?

Know What You're Uploading

- Avoid entering personal or confidential information without appropriate assessment.
- Understand how the provider uses submitted data.

Set Clear Expectations

- Give staff guidance on approved and prohibited uses.
- Consider security, accuracy and data protection risks.

Useful Resources

- ICO – Artificial Intelligence and Data Protection
- DfE – Generative Artificial Intelligence in Education

Benefit

Generative AI tools can offer significant benefits, but staff may inadvertently enter pupil, employee or confidential organisational information into services without understanding what happens to that data.

Clear guidance helps staff make informed choices and prevents convenience overtaking data protection and confidentiality requirements. Before using an AI service with personal data, schools should understand the processing involved, consider whether a DPIA is required and ensure any use is consistent with existing data protection obligations.