



## Staff Artificial Intelligence (AI) Usage Policy

13.04.2026

### **Purpose**

To enable the safe use of Generative AI at ELATT while protecting student privacy and complying with UK GDPR and DfE Safety Standards.

### **Rule 1: Approved AI Tools & Acceptable Use**

Microsoft Copilot for Microsoft 365 is the only AI tool approved by ELATT for work-related use involving ELATT systems, information, documents, or outputs.

Staff must not use personal, consumer, or non-enterprise AI tools (for example Gemini, ChatGPT, Claude, or similar services) for ELATT work, including drafting, analysis, decision-making, or processing of ELATT information.

### **Rule 2: Restrictions on Personal and Sensitive Data**

Personal, sensitive, or commercially sensitive information must not be uploaded to, typed into, pasted into, or otherwise entered into any AI tool, including Copilot Basic and any other chat-based or consumer AI services.

This includes, but is not limited to, personally identifiable information, safeguarding or medical information, confidential staff data, financial information, funding arrangements, contracts, internal strategies, or any information that could reasonably be considered confidential to ELATT.

Where an employee has been issued access to the paid ELATT licence for Microsoft Copilot for Microsoft 365, that tool may be used in accordance with this policy.

### **Rule 3: Professional Accountability (Human-in-the-Loop)**

Staff are 100% responsible for all AI-generated content. You must fact-check and review every output for accuracy and tone before it is shared. AI must never be the sole basis for high-stakes decisions (e.g., student grading or disciplinary actions).

### **Rule 4: Compliance with Statutory Guidance**

This policy aligns with current Department for Education guidance on the safe use of generative artificial intelligence and with Keeping Children Safe in Education (KCSIE). Any AI-generated harmful content (e.g. deepfakes or biased outputs) must be reported immediately to the Designated Safeguarding Lead (DSL).

## Rule 5: Transparency and Non-misrepresentation

AI must never be used to make automated decisions about individuals without documented human review and accountability.

Staff must not mislead others about the origin of work produced on behalf of ELATT. Disclosure is required only where a final output exists primarily because it was generated by AI, rather than written by a human and merely edited, improved, or refined using AI tools:

- Routine use of AI for drafting assistance, editing, rewriting, or improving text **does not require disclosure.**
- No disclosure is required for internal documents, working drafts, routine communications, or funding and application materials where AI has been used as a writing aid.
- Disclosure **is required** where AI has generated:
  - images, video, audio, or other media that could reasonably be interpreted as real, or
  - text that would not otherwise exist in human-written form.

Where disclosure is required, it should be **brief, contextual, and proportionate**. ELATT does not require staff to quantify AI use, complete declarations on routine documents, or add statements where AI has been used solely as a drafting or editing tool.

## Rule 6: UK GDPR – Data Minimisation, Retention & Individual Rights

Only share with AI the minimum data needed for the task (data minimisation). Do not store personal data in AI chat histories beyond immediate need – clear sessions where possible. Under UK GDPR and the Data Protection Act 2018, individuals have rights including the right to access, correct, and request erasure of their data. Any request or concern relating to the use of AI and personal data rights must be escalated to the Data Protection Officer (DPO) immediately.

Please note that failure to comply with this Policy may result in a disciplinary investigation in line with ELATT's Code of Conduct.

### See also:

- [ELATT Data Protection Policy Records Management](#)
- Safeguarding: [Children and Young Adults](#), [Vulnerable Adults](#)