



AI SAFETY IN SCHOOLS

A quick guide to preventing accidental AI data breaches

Do not use

HIGH RISK

Consumer/Free Tier

Do not use for school business involving personal, pupil or sensitive data.

ChatGPT (Free/Plus)

Data may be used to train models by default. Relying on staff to manually change privacy settings is an unacceptable data protection risk.

Google Gemini (Personal)

Subject to Google's standard consumer privacy policy. Never login with a personal account for school business. **Conversations may be reviewed or used to improve services**

DPIA REQUIRED

CAUTION

DPO Review Required

Model training is disabled, but full data protection compliance relies on explicit local school configurations and agreements.

ChatGPT Edu/Enterprise

Training on user's data is turned off by default. **Restrict or monitor use.**

Claude (Free, Pro, Max)

Requires users to activity opt out to stop model training. Restrict or monitor use. **Without opt-out, data may be used to improve models.**

RECOMMENDED



School Tenancies Only

Protected by enterprise data commitments. Safe for standard operational work when using school logins.

Microsoft 365 Copilot

Protected under Microsoft's enterprise commitments. **Data is not used to train public models.**

Gemini via Workspace

Covered by Workspace for Education terms. Built-in enterprise privacy layers.

Do not enter special category data into any AI tool, including enterprise or Edu tiers, without a documented lawful basis under both Article 6 and Article 9 of UK GDPR, a completed Data Protection Impact Assessment (DPIA), a signed Data Processing Agreement with the provider, and appropriate technical safeguards.

Before you type: The 3- Second Check Does your prompt include pupil's name, precise location, or sensitive medical/SEND data? **IF YES: STOP! CONSULT YOUR DPO.**