

WHAT NOT TO PUT INTO AI

AUTUMN 2025

PROMPTS AND CONTENT YOU MUST NOT ENTER

Rule of thumb: Don't paste anything that identifies a person or is confidential, unless your DPO has approved it in a DPIA and it's listed on the AI Register.

Never paste (without DPO approval)

- **Names or identifiers** for pupils, parents/carers or staff, e.g. email, phone, address, date of birth, UPN, exam numbers.
- **EHCP/SEND details** and any related reports or documents.
- **Safeguarding, behaviour or pastoral information** (anything you would tell the DSL).
- **Medical/health/mental health information**; counselling notes.
- **HR/staff information** (performance, absence, disciplinarys).
- **Financial or contract information**.
- **Images, video or audio of pupils or staff**; screenshots of confidential systems.
- **Exam/assessment materials** where JCQ rules apply.
- **Anything marked confidential/personal** or from an unapproved app/system.

IF IN DOUBT: STOP AND ASK

NOT SURE IF IT'S OK? DON'T PASTE IT.

Ask the DPO first: [DPO name/email/extension]

Report issues immediately

If you accidentally pasted restricted data, see odd or harmful output, suspect a deepfake, or think data has been exposed:

1. **Tell the DPO at once (and the DSL if it relates to safeguarding).**
2. **Log the incident in the usual way.**

Safer ways to prompt

- **Keep it general:** describe the task, not the person.
- **Anonymise:** use roles ("Year 6 pupil") instead of names.
- **Aggregate or fictionalise details** where possible.
- **Store outputs only in approved locations** (e.g. school SharePoint/Drive), not on personal devices.

Check latest versions: KCSIE (from 1 Sept 2025) and JCQ AI guidance (Apr 2025).

Note: Some data law provisions are being updated under the Data (Use and Access) Act 2025 - monitor GOV.UK for commencement dates.

These rules align with UK GDPR (DPA 2018), KCSIE, and JCQ assessment policies.

Owner: DPO · **Last reviewed:** [Date] · **Docs:** AI Policy · DPIA(s) · AI Tools Register · Staff AUP