

COMPLIANCE CHECKLIST

Complete this for your parent communication:

DATA PROTECTION:

- ✓ No personal data in my prompt
- ✓ No identifiable student information in output
- ✓ No sensitive/confidential information included



INTELLECTUAL PROPERTY:

- ✓ No content copied from other schools/sources
- ✓ No use of others' copyrighted materials
- ✓ Created original content or have permission



SAFEGUARDING & ETHICS:

- ✓ Appropriate for all families (language, culture, accessibility)
- ✓ Aligns with school safeguarding tone
- ✓ Non-discriminatory content
- ✓ Transparent about purpose

Use this checklist for all AI-generated communications.