

# DATA PROTECTION: DO'S AND DON'TS

“Write a report for Jamie Smith in Year 6 who has ADHD”



## **✗ DON'T:**

- ✗ Write a report for a Year 6 pupil working below age-related expectations with attention difficulties
- ✗ Paste class lists with names into AI
- ✗ Upload pupil work with names attached
- ✗ Share SEND information to generate support plans

**TEST:** Could this information identify a real person?

**If YES → Don't use it**

## **✓ DO:**

- ✓ Use anonymous data only
- ✓ Remove all identifying information first
- ✓ Create templates, then personalise manually

