

Privacy Notice – AI

October 2025

This policy is also available in Welsh

Information sheet

Information box

For further advice contact: Information Governance Group

Date of publication: October 2025

Version 1

Version control

Document version	Author	Date of issue	Changes made
1.0	Information Governance Group	July 2025	New policy

Impact Assessment

An impact assessment has been carried out and this policy is not deemed to adversely impact on:

- any people on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and the Welsh language
- the delivery of our strategic objectives and contribution to sustainability

Privacy Notice - AI

AI Pilot Project (ChatGPT and Microsoft Copilot)

Estyn is **piloting the use** of OpenAI's ChatGPT and Microsoft Copilot to enhance staff productivity and efficiency.

During the pilot phase, licences will be granted to a sample of staff across the organisation. All participants will adhere to Estyn's published guidance on the use of Artificial Intelligence: [Artificial Intelligence - Estyn](#)

ChatGPT and Copilot are advanced AI systems developed by OpenAI and Microsoft.

They use machine learning to generate human-like text responses to user prompts and can assist with understanding, summarising, predicting, and generating content.

The pilot will cover a limited range of activities, including:

- summarising publicly available, or soon to be publicly available, text (e.g., to support child-friendly inspection reports)
- analysing evidence, without inputting personal identifiable information
- providing translations
- acting as a writing assistant, for example helping to draft papers or articles

In all cases, Estyn will not rely solely on AI outputs, nor will decisions be made based on them. All outputs will be reviewed and validated by staff.

Data storage and processing

Where Estyn uses ChatGPT or Copilot through Microsoft Azure, data is stored within Estyn's secure tenant. This data is not used to train Microsoft or OpenAI's models.

Lawful basis

Where Estyn processes personal data using ChatGPT or Copilot, this is done under the lawful basis of:

- **Public task** – to fulfil our legal and statutory duties, such as inspection work or thematic reviews
- **Legitimate interest** – for example, in recruitment activities
- **Contract** – where necessary to fulfil contractual obligations

For further detail, please refer to the relevant sections of Estyn's full privacy notice.

Decision-making

Decision-making will continue to use a wide range of evidence. Outputs will always be validated by Estyn staff before use. No decision affecting our stakeholders will be taken based solely on ChatGPT or Copilot output.

Review

Following the pilot, Estyn will carry out a full analysis of the use of ChatGPT and Copilot, review the risks and benefits, and agree our next steps. Any wider deployment of AI will be subject to data protection impact assessments and this privacy notice will be updated accordingly.

Estyn's full Privacy Notice can be found here [Privacy Notice 2024](#)