



Greater Manchester Learning Provider Network (GMLPN) AI Use Policy

Policy Statement

GMLPN recognises the increasing role of Artificial Intelligence in business operations, education, and stakeholder engagement. This policy ensures that AI is used responsibly, ethically, and securely across the organisation while aligning with our values of transparency, compliance, and sustainability.

This policy applies to all employees, board members, stakeholders, and any individuals engaging with GMLPN services where AI may be used.

Key Objectives

This policy establishes clear guidelines on acceptable and unacceptable AI use within GMLPN. AI use must comply with UK GDPR, data security, and privacy legislation. Risks associated with AI bias, misinformation, and data breaches must be identified and mitigated. AI must be used ethically and sustainably, in line with GMLPN's Sustainability Policy.

Organisational Responsibility

The Head of Operations is responsible for AI governance, ensuring compliance, staff training, and sustainability integration. AI use within GMLPN must comply with UK GDPR and the Data Protection Act 2018, GMLPN's Privacy Policy to ensure data security and integrity, and Sustainability Policy to promote responsible AI use.

Approved & Prohibited AI Tools

Microsoft Copilot is the recommended AI tool for staff, selected for its enterprise-grade security, GDPR compliance, and controlled data governance.

The use of alternative approved AI platforms is strictly prohibited for processing confidential, personal, or sensitive data. This includes AI embedded in social media platforms such as Meta AI (Facebook, Instagram, WhatsApp), Snapchat My AI, and TikTok AI features.

External stakeholders must not use AI to summarise or document GMLPN meetings unless explicit permission has been granted including external AI notetaking or summarisation tools such as Otter.ai, Notion AI, Scribe AI, and Fireflies.ai.

AI in Meetings

GMLPN ensures that meeting content remains controlled, accurate, and secure. AI-generated summaries or transcripts produced by external parties pose risks, including misinterpretation, misinformation, and data security breaches.

To address these concerns, GMLPN will manage its own meeting summarisation including the use of Microsoft Copilot where required with only designated staff permitted to generate and distribute official meeting records. Meeting recordings will only be made where necessary and stored securely. External attendees are not permitted to use AI notetaking or transcription tools without explicit approval. If AI tools are approved for specific meetings, attendees must sign a confidentiality agreement confirming that data will not be stored, shared, or repurposed.



All AI-generated meeting notes must be reviewed for accuracy before being distributed.

AI Risk Assessment & Strategy

AI-related risks will be regularly assessed, focusing on accuracy and bias to ensure AI-generated content is factual, free from bias, and consistent with GMLPN's messaging. AI use must align with data protection and GDPR compliance, verifying that all interactions adhere to UK GDPR and the Data Protection Act 2018. Cybersecurity risks will be assessed to prevent unauthorised access, data leaks, or misuse of AI-generated information. AI must also be used ethically, ensuring it is not deployed for deception, manipulation, or unfair decision-making.

Staff & Board Training

All employees will complete mandatory AI awareness training to ensure safe, effective, and compliant usage.

Core training modules will cover the role of AI in education, business, and stakeholder engagement, as well as how AI can improve efficiency while mitigating risks. Training will also cover AI data processing and compliance with UK GDPR regulations, ethical considerations including AI's environmental impact and responsible usage, and GMLPN's AI meeting summarisation policy to prevent unauthorised documentation.

Training will be refreshed regularly or when significant AI advancements occur.

Monitoring & Enforcement

Regular AI compliance audits will assess AI tool usage and ensure GDPR compliance. Spot checks and AI usage reviews will evaluate AI-generated reports, notes, and data handling. A dedicated reporting channel will allow staff and stakeholders to report AI-related concerns. The Head of Operations will oversee all non-compliance investigations, which may result in retraining or disciplinary measures where necessary.

Environmental & Ethical Considerations

AI usage within GMLPN aligns with the Sustainability Policy to ensure an environmentally responsible approach.

Sustainable AI use will prioritise cloud-based solutions, such as Microsoft Copilot, which offer energy-efficient and carbon-neutral options. Staff will also be encouraged to minimise unnecessary AI processing to reduce digital waste.

Policy Review & Updates

This policy will be reviewed annually or sooner if AI legislation or regulations change, new AI risks or challenges emerge, or a significant AI-related incident occurs.

Approval & Review

Last Reviewed: August 2025

Next Review: August 2026