



AI POLICY - ARTIFICIAL INTELLIGENCE USE IN OUR CSGA PRACTICE AUGUST 2025

We use the following AI Models in our practice specifically:

- **Notebook LM** to help processing of reports to contribute to producing a child friendly short report.
 - Our policy and process is as follows, putting into the AI model the EP report text from the 'Summary and Impact' sections, through to the last Exam Arrangements recommendation, using the same prompt - this information will be checked to ensure its anonymity.

Primary
Prompt: Summarise this report into a letter 600 words long, with emojis, for x age with these headings:

 - Your Strengths
 - What makes learning tricky for you
 - What helps you learn
 - Your targets
 - A message just for you

Secondary
Prompt: Summarise this report into a letter 600 words long with emojis, for x age with these headings:

 - Your Strengths
 - What makes learning challenging for you
 - What helps you learn
 - Your targets
 - A message just for you
- **Adobe AI** (within Adobe software) for summarising key points in lengthy submitted reports used most of all when reading pre assessment information.
- **Fathom** for note taking in zoom meetings, if permission is granted on the day by all at the meeting. This is then tweaked into a short summary and shared with all involved but with the video links removed.
- **Grok** - not to be used for CSGA work
- **Grammarly** to help with spelling, grammar, punctuation and clarity of phrases but with opt out so Grammarly does not use CSGA input for training.
- **ChatGPT** for help with any queries but with no personal data to be inserted. Citing should be used as relevant. Be mindful of the reliability of the source that ChatGPT has used.

- **Microsoft Co-Pilot** (within Microsoft software) *to help with spelling, grammar, punctuation and clarity of phrases.*

Essentially CSGA uses AI to help us process information, rather than to generate hypothesis and ideas.

However, further purposes of AI that might be used are:

- To help rephrase an anonymised piece of our writing if it is felt it needs some input. What AI proposes, will then be edited further by the user and only used if overall it is clearer than their original phrasing.
- For ideas for supporting a child, based on a principal and goal that the psychologist has arrived at based on their expertise and assessment. As always, the user will check that it is appropriate, and aligned with the robust evidence base of the area being supported.

DUE DILIGENCE

Verification:

The prioritised AI Models used, are those that are verified as only working from the content that is given to them by the user rather than from a broader spectrum e.g. www - the world wide web, which ChatGPT works from. When ChatGPT is used, the user must check the validity of its output. This aligns with the BPS Code of Ethics under the Principle of Competence.

It is up to the user of the AI to check the processing that the AI has done, that it aligns with their thought processes and understanding, based on their professional expertise.

Safeguarding privacy by avoiding sharing confidential data:

Users must not put in personal data from assessment reports into the AI machine. They will anonymise the input e.g. renaming. The exception is Adobe which processes given 'whole' reports, but Adobe guarantees not training from such reports and states that it handles such information with its AI function, within GDPR-compliant frameworks.

All AI models that we use are described as GDPR compliant, for the way that we use them for CSGA purposes.

DPIA - Data Protection Impact Assessment

As we are not processing identifiable sensitive personal data that is then used for training AI, we do not need a Data Protection Impact Assessment.

Copyright/Citing

When a specific article has been processed to give information that we share and use in a report, this will be cited as from the original article and also cited as by e.g. using NotebookLM to process it.

Permissions and informed consent

Our terms and conditions in the booking form, refer to CSGA's use of AI tools with a brief description,, and with a link to this policy which gives greater detail. By the client submitting the booking form, gives consent for this use, as detailed in the policy.

Checks on our 3 AI uses as of August 2025 (by Assistant EP, Mary Barr):

- Checking they are UK GDPR compliant
 - NotebookLM okay
 - Adobe okay
 - Fathom okay
 - Grok UNDER INVESTIGATION FOR BREACHING EU GDPR
 - Grammarly okay
 - ChatGPT only GDPR compliant if not inputting any personal data (particularly with free version)
 - Co-Pilot okay
- Making sure that it does not use what we put into it to train its AI or platform
 - NotebookLM okay
 - Adobe okay
 - Fathom okay
 - Grok USES DATA TO TRAIN AI
 - Grammarly USES DATA TO TRAIN AI UNLESS YOU OPT OUT OF IT
 - ChatGPT USES DATA TO TRAIN AI (unless using the paid version "Enterprise").
 - Co-Pilot okay
- Read terms and conditions:
 - Does it prohibit use for psychological purposes?
 - NotebookLM okay
 - Adobe okay
 - Fathom okay
 - Grok okay
 - Grammarly okay
 - ChatGPT okay
 - Co-Pilot okay
 - Are there any disclaimers that limit the tools' reliability or accuracy?
 - NotebookLM okay
 - Adobe okay
 - Fathom okay
 - Grok uses information from the whole web so can be inaccurate
 - Grammarly okay
 - ChatGPT uses information from the whole web so can be inaccurate – more accurate than Grok
 - Co-Pilot okay
 - Any intellectual property clauses, data usage, retention and security measure
 - NotebookLM okay

- Adobe okay
- Fathom okay
- Grok VERY UNCLEAR for intellectual property.
- Grammarly okay
- ChatGPT use Enterprise version for security, data usage etc. Users own outputs, but have to be careful with misinformation
- Co-Pilot okay

Refs:

- AI and the work of psychologists: practical applications and ethical considerations - Ian MacRae, October 2024 , British Psychological Society website
<https://www.bps.org.uk/blog/ai-and-work-psychologists-practical-applications-and-ethical-considerations>
- Notes and information given to CSGA by Mary Barr, Assistant EP, during training with Hannah Morris and Gemma Handelsman (AI 4 SEN) on 22/07/2025

August 2025