

AI Policy

Owner	Chief Technology Officer		
Version	1.0		
Changes	None		
Approval date	August 2025	Approved by	Board of Directors
Implementation date	September 2025	Date of next review	July 2026
Related internal policy	None identified		
Related external policies and regulations	UK GDPR Data Protection Act 2018		

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1. Purpose and Context

This policy sets out Regent College London's approach to the use of Artificial Intelligence (AI) in teaching, learning, research, and administration.

The College recognises that AI can bring significant benefits — improving efficiency, supporting innovation, and enhancing the student and staff experience. However, we also acknowledge that AI presents new risks, including potential ethical concerns, data privacy breaches, bias, and academic integrity challenges.

This policy provides a clear framework to ensure AI is used responsibly, securely, and in ways that align with our values, strategic objectives, and legal obligations.

2. Scope

This policy applies to:

- All staff (academic and non-academic), contractors, and consultants.
- All students enrolled at the College.
- Visitors or third parties, including contractors and MSP using College-managed AI systems.

It covers all AI use, whether via:

- College-provided AI tools (e.g. Microsoft Copilot, Bing AI, the “Rita” chatbot).
- Public AI tools (e.g. ChatGPT, Google Gemini, any other AI Agent) accessed from college devices or networks.
- AI tools embedded in other software or services.

3. Policy Principles

Ethical Use

- AI should be used in ways that uphold academic integrity, fairness, and transparency.
- Any content, decision, or output generated by AI that contributes to academic or professional work must be acknowledged.
- Users must not employ AI to mislead, deceive, or present AI-generated work as solely their own without proper disclosure.

Transparency and Explainability

- Where AI has materially contributed to the creation of work, this must be declared.
- In administrative processes, the use of AI in decision-making must be explainable to stakeholders on request.

Fairness and avoidance of bias

- Users must consider potential bias in AI outputs and take steps to validate results.
- Where AI-generated content could affect individuals or groups, fairness and non-discrimination principles must be applied.

Accountability

- Users remain responsible for the outputs and consequences of AI use.
- AI should assist, not replace, critical thinking and human judgement.

4. Data Privacy and Security

Protection of Personal and Confidential Data

- No personal, confidential, or commercially sensitive information is to be entered into public AI tools.
- College-approved secure AI systems must be used for processing sensitive data.

Compliance

- All AI use must comply with the UK GDPR, Data Protection Act 2018, and other relevant regulations.
- Staff must complete required data protection training before using AI tools for college work.

Technical Safeguards

- The College will implement monitoring and access controls for AI platforms hosted or licensed by the College.
- IT Services will review AI system logs periodically to detect inappropriate use.

5. Accessibility and Inclusivity

- AI tools should support accessibility for all users, including students with disabilities.
- Where possible, AI outputs should be available in accessible formats.

- Training materials will include guidance on using AI for inclusive teaching and support.

6. Permitted Uses

- Examples of acceptable uses of AI include:
Drafting teaching materials, presentations, and administrative documents (with human review).
- Supporting research through literature summary or data analysis.
- Automating repetitive administrative tasks to improve service delivery.
- Assisting in coding, development, and technical support activities.
- Training AI Agents by technology team to support Regent AI initiatives.

7. Prohibited Use

AI must not be used for:

- Completing or submitting assessments without proper attribution.
- Creating or disseminating harmful, offensive, discriminatory, or misleading content.
- Processing personal or confidential data in unauthorised AI tools.
- Any activity that breaches UK law, College policies, or awarding body regulations such as our partner Universities.

8. Governance and use of the Policy

- The Chief Technology Officer (CTO) will oversee the implementation of this policy.
- An AI Governance Group will be established to monitor AI-related risks, approve new AI tools, and review incidents.
- This group will report quarterly to the Technology Management Group (TMG) and annually to the Audit and Risk Committee.

9. Training and Awareness

All staff and students will be offered AI training covering:

- Safe and effective AI use.
- Ethical considerations and bias awareness.
- Data protection and security when using AI.
- Refresher training will be provided annually or when significant changes occur.
- Awareness campaigns will be run to highlight prohibited uses and good practice.

10. Monitoring and Compliance

- The College reserves the right to monitor AI use on its systems.
- Breaches will be addressed under relevant staff or student disciplinary procedures.
- Misuse of AI may result in loss of access to AI tools, disciplinary action, or referral to external authorities.

11. Reporting Concerns

- Concerns about misuse of AI should be reported to the CTO or Data Protection Officer.
- Reports will be handled confidentially and investigated promptly.

12. Policy Review

- This policy will be reviewed annually by the AI Governance Group.
- Interim reviews will be triggered by changes in law, regulation, or College strategy.

Appendix A – Key Definitions

- Artificial Intelligence (AI): Computer systems that perform tasks normally requiring human intelligence, such as language understanding, learning, reasoning, and problem-solving.
Generative AI: AI that can create new content such as text, images, or code based on patterns learned from data.