



ClassPilot Service Privacy Notice

Version 0.2 | 19 September 2026

Information for schools staff pupils parents and carers

About this notice

This notice explains how personal information is handled when a school uses ClassPilot, an assessment and reporting service supplied by Edapt Technologies. It is intended to help schools, staff, pupils, parents and carers understand what information the service uses, why it is needed, who may receive it and how long it is kept.

For pupil and most school-user information entered into ClassPilot, the school or academy trust decides why and how the information is used and is normally the data controller. Edapt Technologies processes that information on the school's documented instructions and is normally the data processor. The school's own privacy notices remain the primary source of information about its lawful basis and educational use of pupil data.

Edapt Technologies acts as a data controller for limited information it handles for its own purposes, such as business enquiries, service administration, security records and support communications.

Who provides ClassPilot

ClassPilot is provided by Edapt Technologies, an unincorporated business operating in the United Kingdom.

Privacy and data protection enquiries should be sent to support@edapt-tech.co.uk. The website is edapt-tech.co.uk. A postal correspondence address is provided privately to contracting schools and is available on request.

Who this notice covers

- Pupils whose information is entered into ClassPilot by an authorised school user.
- Teachers, school leaders, administrators, SENCOs and other authorised school users.
- Parents and carers seeking information about the processing of a child's data.
- People who contact Edapt Technologies for service administration or support.

Information handled by ClassPilot

ClassPilot is designed to use only the information needed to provide assessment, analysis and reporting functions. The standard service does not require a pupil's date of birth, home address, parent details, attendance history or safeguarding records.

Information type	Examples
Pupil identity and school context	First name, surname, unique pupil number, class, year group, school and relevant learning groups.

Information type	Examples
Educational information	Assessment scores, attainment information, teacher judgements, age-related expectation information, progress indicators and subject records.
Additional educational needs	SEN and EAL status and details entered by the school. This information may include special category personal data where the school chooses to record it.
Reports and teacher content	Teacher comments, report drafts, approved reports, review notes and other text entered by authorised users.
School and staff accounts	Name, work email address, role, school, assigned classes, permission scope and account status.
Security and audit information	Authentication identifiers, session information, timestamps, access records, audit events, exports and relevant technical logs.
Technical information	IP address, browser and device information, error records and information needed to secure and operate the service.
Support information	Messages, contact details, issue descriptions and relevant service records supplied when assistance is requested.

Authorised users must not enter unnecessary personal information into free-text fields. Safeguarding records, home addresses, parent contact information and unrelated sensitive information should not be entered into ClassPilot.

Where the information comes from

Pupil and school information is supplied by the school, academy trust or its authorised users, including through secure import and information entered during normal use. Staff-account information is supplied by the school and the individual user. Technical and audit information is created automatically as the service is accessed and operated.

How information is used

Purpose	How the information supports the service
School setup and access	Create the school environment, invite authorised users, apply roles and keep each school's information separate.
Assessment and analysis	Record assessments, calculate authorised indicators and present information to permitted school users.
Reporting	Create, edit, review, approve, finalise, export and retain school reports according to the school's instructions.
AI-assisted drafting	Generate suggested report wording from information selected for the task. A teacher must review, edit or reject the suggestion.
Security and accountability	Authenticate users, enforce access permissions, investigate suspected misuse and maintain appropriate audit records.

Purpose	How the information supports the service
Support and maintenance	Respond to support requests, diagnose faults, maintain the service and communicate relevant operational information.
Legal and regulatory duties	Meet applicable legal obligations, assist schools with rights requests and respond to lawful requests from authorities.

Pupil information is not sold, used for advertising or used to train generative AI foundation models. Edapt Technologies does not use pupil records for unrelated commercial purposes.

Lawful basis

The school or academy trust determines the lawful basis for its use of pupil and staff information in ClassPilot. Depending on the school and the processing concerned, this may include public task, legal obligation, contract or legitimate interests. Where special category information is used, the school is responsible for identifying an appropriate condition under Article 9 of the UK GDPR and the Data Protection Act 2018.

When Edapt Technologies acts as controller for its own limited business and service-administration purposes, it normally relies on legitimate interests, performance of a contract or steps requested before entering a contract, and compliance with legal obligations. Consent is not generally relied upon for core school-service processing.

AI-assisted report drafting

ClassPilot can use Microsoft Azure OpenAI to suggest report wording. Until the production request payload has been fully verified, this notice takes the cautious position that a prompt may include the pupil's name, relevant assessment or judgement information, teacher-provided context and report text needed to produce the draft. The unique pupil number is not intended to be included in an AI prompt.

Microsoft states that prompts and generated responses used by Azure-hosted models are not made available to OpenAI, are not shared with other Azure customers and are not used to train generative AI foundation models without the customer's permission or instruction. Microsoft applies automated safety controls and may retain or permit restricted human review of content flagged through its abuse-monitoring process, subject to Azure's service controls.

AI output is only a draft. It does not determine a pupil's assessment, progress, support, placement or any other significant decision. An authorised teacher remains responsible for checking accuracy, appropriateness and fairness and may edit or discard the output before it forms part of a report.

Sharing and subprocessors

Information is available only to authorised users within the school or trust according to their assigned role and permitted scope. Edapt Technologies may disclose information to a service provider only where this is necessary to deliver or secure ClassPilot and appropriate contractual safeguards apply.

Provider	Service and information involved
Microsoft Azure	Hosting, application services, database, security, secrets management, operational resilience and related cloud infrastructure.
Microsoft Azure OpenAI	Processing selected prompt content and returning AI-assisted report wording.

Edapt Technologies may also disclose information to professional advisers, insurers, auditors, regulators, law-enforcement bodies or courts where this is necessary and lawful. Personal information is not sold or provided to advertisers.

Location and international transfers

ClassPilot's core application and database infrastructure is configured in Microsoft Azure UK South. The exact location in which an Azure OpenAI request is processed depends on the Azure model deployment type and configuration. This will be confirmed in the final subprocessor schedule before live onboarding.

If personal information is transferred outside the United Kingdom, Edapt Technologies will ensure that an appropriate UK data-protection safeguard applies, such as an adequacy regulation, the UK International Data Transfer Agreement, the UK Addendum to approved contractual clauses, or another legally recognised safeguard.

How long information is kept

School-controlled information is retained during the service in accordance with the school's instructions and retention needs. At the end of the service, the school may choose return followed by deletion, or deletion without return, of all school-controlled personal data. Active-system deletion takes place within 30 days after termination unless the school lawfully instructs otherwise or UK law requires storage.

Residual encrypted copies may remain in protected backups until expiry through the agreed backup cycle. They are unavailable for routine use, and deletion instructions must be reapplied following restoration. Any required retention of school-controlled data is limited to a UK legal storage obligation. Limited business-contact, contract and financial records held separately for Edapt's own controller purposes may be retained for applicable legal duties and necessary business purposes; this does not extend pupil-record retention.

Security

ClassPilot uses organisational and technical measures intended to protect personal information against accidental loss, alteration, unauthorised access or disclosure. These include authenticated access, school and role-based permission controls, encrypted connections, protected secrets, audit records, database separation controls, secure development practices and Azure platform protections.

No system can guarantee absolute security. Schools and users must protect login details, use authorised accounts, apply appropriate device security and report suspected loss, misuse or unauthorised access promptly to support@edapt-tech.co.uk.

Individual rights

Data-protection rights may include access, correction, erasure, restriction, objection and portability, depending on the circumstances and lawful basis. These rights are not absolute in every case.

Requests about pupil information or school-managed staff records should normally be made to the school or academy trust because it is the controller. Edapt Technologies will assist the school in responding where required. Requests concerning information for which Edapt Technologies acts as controller may be sent to support@edapt-tech.co.uk.

Concerns and complaints

Questions or concerns should first be raised with the school where they relate to school-controlled information, or with Edapt Technologies at support@edapt-tech.co.uk where they relate to operation of ClassPilot. Individuals may also complain to the Information Commissioner's Office if they believe personal information has been handled unlawfully.

Information Commissioner's Office [Make a data protection complaint](#)

Changes to this notice

This notice will be reviewed before the first live school onboarding and whenever ClassPilot's processing, suppliers, AI configuration or legal obligations materially change. Schools will be told about significant changes before they take effect where appropriate.

Legal framework

This notice has been prepared with reference to the UK GDPR, the Data Protection Act 2018, the Data Use and Access Act 2025, current Information Commissioner's Office transparency guidance, Department for Education data-protection guidance for schools, and the Department for Education's generative AI product safety standards.