



AI terms and processing arrangements

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AI terms and data-processing arrangements

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1 Optional AI service

These AI terms and processing instructions supplement the Fullscoped Terms of Service and Data Processing Agreement (DPA). They apply only when the school or organisation (Customer) chooses AI. The DPA takes priority for personal-data matters. Acceptance does not itself buy or activate AI.

The optional AI assistant drafts relevant SEF and SDP updates, suggests priorities and linked actions, and drafts governor progress reports from selected reviews. It can use supplied framework extracts where that framework applies. It does not inspect the school, determine compliance or guarantee an inspection outcome. The Customer must check evidence, scope, dates, calculations, comparability and wording. AI may make mistakes or omit relevant information. Changes are proposals for human approval; a governor report requires approval before export.

2 Price, allowance and access

The standard core subscription is £395 per school for 12 months. The optional AI upgrade is £100 for a separately stated 12-month AI period, giving £495 in total when bought together. Existing agreed orders and pilot prices are unchanged. The accepted Order Form or written upgrade confirmation governs the actual price, start date, end date and allowance. There is no automatic renewal, automatic top-up or usage-based overage charge.

The standard AI upgrade includes 240 successful generated drafts shared across authorised school administrators and editors during the stated AI period. A revised generation is another draft. A successful draft counts whether or not used. Preparing evidence, checking an existing draft, applying approved changes and exporting an existing report do not use another generation. A server-side technical failure does not consume the Customer's allowance. If a connection fails after a draft was generated but it was not received, contact support so Fullscoped can check and correct usage where appropriate.

Unused generations expire at the end of the stated period and do not roll over. More usage or another period requires a separate written agreement; it is never charged automatically. Pilot allowances and periods may differ and are shown in the account.

AI activation requires an active school subscription, an authorised representative's recorded acceptance of these arrangements and Fullscoped's activation of an AI period. The school must tell Fullscoped if its core subscription ends before an independently agreed AI period. Fullscoped may pause AI for security, misuse, legal requirements, provider failure or capacity protection. Safety controls limit repeated attempts and exceptionally large requests; they are not a new monthly paid allowance. Fullscoped will investigate material interruptions promptly and agree a reasonable remedy, such as restoring generations or extending the affected AI period, where an interruption materially prevents use of the purchased allowance. Switching off AI does not delete school records or previously approved wording.

3 Information sent and permitted use

At the Customer's request, Fullscoped sends the user's update, selected school-level SEF/SDP extracts, relevant destination information and, if chosen, supplied framework extracts to the OpenAI API. Two selected reviews are used for comparison reports. Large reviews may use a subset of relevant evidence; the assistant identifies this limitation. No background AI generation or automatic sending of every review is authorised by this agreement.



Dedicated owner/lead fields, evidence links and attachments are omitted from the evidence pack. Filtering is not guaranteed anonymisation: names, identifying details or sensitive information inside free text may remain. Users must check the selected evidence and their update before sending. Do not submit pupil names, individual safeguarding cases, medical information, special-category information, criminal-offence information or other identifiable sensitive personal data. Use aggregate school-level information and refer to appropriate secure school systems for individual records.

The feature is for authorised adult staff and representatives. It must not be used for pupil-facing conversations, decisions about individual pupils or staff, safeguarding case management, recruitment decisions, or other decisions with legal or similarly significant effects. The Customer remains responsible for professional decisions and its evidence base.

4 School instructions, suppliers and transfers

The Customer is controller of any personal data in school review content, Fullscoped is its processor, and OpenAI is an optional subprocessor for the requested AI operation. Fullscoped is separately controller of account, billing, authorisation, security and usage-administration records as described in the Privacy Notice. The school representative's acceptance records contractual authorisation and processing instructions; it is not consent from pupils or staff and does not replace a lawful basis, transparency information or the school's own data-protection assessment.

By expressly accepting these arrangements for the Customer, an authorised representative instructs Fullscoped to use OpenAI for the selected operations on these terms. Fullscoped will handle any new-subprocessor notice and objection rights under the applicable DPA before activation. Existing schools are not automatically opted in. The Customer should involve its data protection officer or adviser where appropriate, assess whether a DPIA is required and complete one before any processing that is likely to result in high risk. Fullscoped will provide reasonable assistance under the DPA.

OpenAI OpCo, LLC, United States, supplies the OpenAI API under its applicable business terms and Data Processing Addendum. Processing and support may involve the United States and other countries in its published subprocessor list. This is not a UK-only AI service. Fullscoped must have the applicable supplier agreement and lawful transfer safeguards in place before activation. OpenAI's DPA provides for standard contractual clauses and the UK Addendum for UK data; any required transfer assessment and supplementary measures remain Fullscoped's responsibility. Supplier security, incident assistance, data-subject assistance and deletion obligations are governed by that agreement and Fullscoped's DPA with the Customer.

OpenAI API inputs and outputs are not used to train its models by default. Fullscoped sends generation requests with store=false. This does not promise zero retention: standard OpenAI abuse-monitoring logs may contain inputs and outputs and are normally retained for up to 30 days, with longer retention possible where legally required or reasonably necessary to protect services or others from harm. Model prompt caching may also retain temporary processing state as described in OpenAI's data-controls documentation. No special Zero Data Retention or regional processing arrangement is represented as enabled by these terms.

5 Records, withdrawal and support

Fullscoped records the school, user identifier, task type, time, completion status, token counts and estimated provider cost to administer allowances, protect the service and investigate failures. The usage ledger does not store the submitted prompt, evidence pack or generated school wording. Unapplied assistant work remains in the open page; approved wording is saved through the normal school-review process. Authorisation records retain the representative's name, role, document version and fingerprint, school and acceptance time. AI administration changes are audited.

Workspace content, backups and retained operational/contract records follow the DPA and Privacy Notice. Provider copies are subject to the provider retention rules above; turning AI off or deleting an app draft does not instantly remove existing provider abuse-monitoring records. Contact privacy@fullscoped.co.uk for processing questions, data-subject



assistance or to withdraw future AI instructions; contact hello@fullscoped.co.uk for access, usage or renewal. Fullscoped will stop future AI processing for the school when authorisation is withdrawn, without deleting existing school content. Any contractual cancellation, refund or termination rights continue to apply.

Provider information

Information checked 19 October 2026. OpenAI data controls: <https://developers.openai.com/api/docs/guides/your-data> . OpenAI Data Processing Addendum: <https://openai.com/policies/data-processing-addendum/> . OpenAI subprocessors: <https://openai.com/policies/sub-processor-list/> . These links describe supplier terms; the Customer's contract remains with Fullscoped.