

15 August 2025

Dear

**ATISN 24981 - Data Protection Impact Assessment in relation to the use of Co-Pilot on Hwb**

**Information requested**

Thank you for your request which I received on 21 July 2025. You asked for:

A copy of our Data Protection Impact Assessment (DPIA). Furthermore, when we met on Tuesday 22 July 2025, you further clarified your request was in relation to a DPIA specifically for the use of Microsoft Co-Pilot Chat on Hwb to enable you to (i) include the information on a communication piece for schools within your local authority area; (ii) complete a local authority level DPIA for the use of Microsoft Co-Pilot Chat.

You also requested information regarding the Cardiff City Council representative on the Artificial Intelligence (AI) in Education subgroup.

**Our response**

I can confirm that the information you require is not held by the Welsh Government.

The Welsh Government has not completed a specific DPIA in relation to Microsoft Co-Pilot Chat. This feature is a core service of Microsoft365 and is included within our strategic documentation of the services across the Hwb platform. As part of a further clarification, you confirmed this information would not provide the detail needed to fulfil your purpose for this request.

I can advise a guide has been produced by the Welsh Government to ensure local authorities and schools have all the relevant information relating to the feature's availability through Hwb and reassure them that their data is processed in the same way as the rest of the Microsoft365 services. We have worked closely with Microsoft to include the relevant Microsoft information related to the use of Microsoft Co-Pilot Chat and data protection.

The guide was shared for comment prior to finalisation with the AI in Education group, which is subgroup of the Digital Learning Cymru (DLC) Group. The membership of the subgroup includes representatives from DLC, the Information Commissioner's Office, School Improvement service partners and Estyn.

I understand the guide has previously been sent to you along with the additional relevant links, which for ease, I have included below:

- [Using Copilot chat through Hwb](#)
- [Opportunities and considerations for schools and settings relating to the use of Gen AI](#)
- [Generative AI policy template](#)

I can also confirm that AI in Education subgroup is chaired by Sarah King, who is from Cardiff City Council. I have not supplied her contact details, although I believe these will be available to you through your internal channels.

It is important to clarify it is only the Microsoft Co-Pilot Chat feature that is available through the Hwb platform, and not Microsoft Co-Pilot. It is also important to reiterate that the feature is not available to learners when using their Hwb credentials.

I believe this information and the links supplied satisfies your request and supplies you with the necessary detail in relation to your request.

**Next steps**

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at: Information Rights Unit, Welsh Government, Cathays Park, Cardiff, CF10 3NQ or Email: [Freedom.ofinformation@gov.wales](mailto:Freedom.ofinformation@gov.wales)

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely