**README.md**

**Transparency Toolkit - Reflection**

This folder contains a full transparency and communication toolkit developed as part of Module 6 of the AI Governance Officer Programme. It includes:

* **EduScan\_Article13\_Instructions.md** - a plain-language, legally compliant internal document outlining the AI system's purpose, logic, risks, and oversight responsibilities, aligned with Article 13 of the EU AI Act.
* **EduScan\_GDPR\_InfoSheet.md** - a GDPR-aligned information sheet written for students and parents, outlining how their data is processed, stored, and protected, and explaining their legal rights.
* **Stakeholder\_Comm\_Plan.md** - a detailed engagement plan for staff, students, and families, including proactive and reactive strategies and real-world communication activities.

Together, these artefacts ensure that our institution complies with the EU AI Act (Articles 13, 51 and 52) and GDPR (Articles 12-14), while also promoting a culture of transparency and trust.

This exercise reinforced my understanding that legal compliance is only the beginning. Communicating clearly, admitting limitations and engaging stakeholders meaningfully are key to responsible AI governance. I found it most challenging to strike the right tone for non-expert audiences, but the process helped me grow in empathy and clarity. This toolkit will serve as a living resource for our AI deployment work moving forward.