

Security and Privacy in Academic Data management at Schools (SPADATAS)

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Autoassessment tool – Manual

<https://learninggames.sdu.dk/SPADATAS/>

SPADATAS CONSORTIUM

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1. Introduction

Overview of SPADATAS

In the Security and Privacy in Academic Data management at Schools (SPADATAS, Ref.: KA220-SCH-BC2B6390) project, a full awareness of data fragility comprehends the acquisition of those competencies exposed in DigiCompEdu regarding data literacy and responsible use in digital competence. Thus, the SPADATAS project aims to provide:

- Understanding and awareness to primary and secondary schools about what data-driven and decision-making imply for an educational institution,
- Which problems about data fragility are related to current educational technology and data academic management, and
- Provide tools and frameworks to protect privacy, security, and confidentiality of student's data.

Our approach focuses on the data fragility awareness acquisition by representatives, teachers, and students to promote data and self-data treatment good practices. For achieving our goals, the SPADATAS project will develop an open and public web tools for data fragility awareness, auto-assessment and data treatment processes mapping regarding data privacy and security treatment processes in primary and secondary schools. The present document is the manual of the auto-assessment tool.

Purpose of the auto-assessment tool website

The **Auto Assessment** tool is a key component of the SPADATAS platform, enabling institutions to self-evaluate their data management practices. By identifying gaps and areas for improvement, schools can take proactive steps to enhance data security, privacy, and compliance with regulations such as the GDPR.

2. Website navigation

Home page overview

- Top Navigation Bar→ Here you can find different spaces which will lead you and give you different options. For example:
- Home→ This is the main part of the page, where you create a new Survey Space.



- **New Survey Space:** The **SPADATAS** platform allows users to create a new survey space to collect and manage academic data securely. Follow these steps to set up your survey space:
 1. **Enter Institution Name:** In the provided field, enter the name of your institution. This helps in identifying and organizing your survey data.
 2. **Create Survey Space:** Click the "**Create**" button to generate a new survey space. Upon creation, a text file containing a **unique ID number** for your survey space will automatically download to your device.
 3. **Secure Your Unique ID:** The unique ID is essential for accessing the statistics and data related to your survey space. Ensure that you store the downloaded file securely, as anyone with access to this ID can view the survey statistics.
- **Find Institution:** The **SPADATAS** platform allows users to locate and access existing survey spaces using a unique identifier (ID). Follow these steps to find an existing survey space:
 1. **Enter Institution Identifier (ID):** In the provided field, enter the unique identifier (ID) associated with your institution. This ID is essential for accessing the specific survey space you wish to view or manage.
 2. **Find Survey Space:** Click the "**Find**" button to locate the survey space. Once the correct ID is entered, you will gain access to the statistics and data related to that survey space

Auto Assessment for Institutions

The **Auto Assessment** feature in the **SPADATAS** platform allows institutions to evaluate their data management practices regarding security and privacy. This tool is designed to help schools identify areas of improvement and ensure compliance with best practices in academic data management.

Key Features

1. **Role-Specific Surveys:** The platform provides separate surveys for different roles within the institution:
 - **Teachers**
 - **Data Protection Officers (DPOs)**



- **IT Administrators**
- **Principals**

2. Each survey is tailored to the specific responsibilities and challenges of the respective role.

3. **Secure Distribution of Surveys:** The link provided is unique and should **NOT BE SHARED** with others, as it grants access to the institution's auto-assessment tool. Only the individual survey links listed below can be shared with the respective role holders.

4. **Institution Statistics:** After completing the surveys, institutions can access detailed statistics for each role. These statistics provide insights into the current state of data management practices and highlight areas for improvement.

How to use the Auto Assessment tool

1. Access the Surveys:

- Click on the respective survey links for **Teachers, DPOs, IT Administrators, and Principals**.
- Copy the survey links and distribute them to the appropriate individuals within your institution.

2. Complete the Surveys:

- Each role holder should complete their respective survey to provide accurate data for the assessment.

3. Review Institution Statistics:

- Once the surveys are completed, use the **Jump to Statistics** options to view the results for each role.
- Analyze the statistics to identify strengths and areas for improvement in your institution's data management practices.

Important Notes

- **Confidentiality:** The link provided is for internal use only. Sharing it with others outside your institution may compromise the security of your data.
- **Role-Specific Insights:** The surveys are designed to gather role-specific insights, ensuring a comprehensive assessment of your institution's data management practices.



Observatory

Provides anonymized statistics for all surveys across participating institutions. Offers a comprehensive overview of anonymized statistics collected from all participating institutions. This feature is designed to provide a statistical baseline, enabling individual institutions to compare their current state with the overall trends and identify areas for improvement.

Key Features

1. **Anonymized data:** All statistics displayed in the Observatory are anonymized, ensuring the privacy and security of individual institutions and participants.
2. **Overview of participation:** The charts and data provide a high-level view of all institutions participating in the SPADATAS data collection initiative.
3. **Statistical baseline:** The Observatory serves as a reference point for institutions to assess their current performance and set goals for improvement.

Navigating the observatory

The Observatory allows users to jump directly to specific statistical categories:

- **Overall Teachers Statistics:** View aggregated data related to teachers' responses and trends.
- **Overall DPO Statistics:** Access statistics related to Data Protection Officers (DPOs) and their roles in data management.
- **Overall IT Admins Statistics:** Explore data on IT administrators' practices and challenges.
- **Overall Principals Statistics:** Review statistics related to school principals' perspectives and decision-making.

Purpose of the observatory

The **Observatory** is a valuable tool for institutions to benchmark their performance against broader trends. By providing anonymized, aggregated data, it supports informed decision-making and helps institutions align their practices with best standards in academic data management, security, and privacy.



3. Creating and managing survey spaces

How to Create a New Survey Space

- First and foremost, you will need access to the web platform and the creation center for a new space. Once there, you will be required to enter your institution's name. Upon completing this step, a unique link will be generated exclusively for you. This link must be stored with the utmost care and confidentiality, ensuring it is not shared, forwarded, or disclosed under any circumstances.

Dashboard overview

The **Dashboard** provides institutions with a centralized tool to evaluate their data management practices regarding security and privacy. This feature is designed to help schools identify areas of improvement and ensure compliance with best practices in academic data management.

Key Features

1. **Role-Specific Surveys:** The platform provides separate surveys for different roles within the institution:
 - **Teachers**
 - **Data Protection Officers (DPOs)**
 - **IT Administrators**
 - **Principals**
2. The link provided is unique and should **NOT BE SHARED** with others, as it grants access to the institution's auto-assessment tool. Only the individual survey links listed below can be shared with the respective role holders.
3. **Copy survey links:** Each survey link can be copied to the clipboard for easy distribution to the appropriate individuals within the institution.
 - Click on the respective survey links for **Teachers, DPOs, IT Administrators, and Principals.**



- Copy the survey links and distribute them to the appropriate individuals within your institution.

4. Complete the surveys:

- Each role holder should complete their respective survey to provide accurate data for the assessment.

5. Review assessment results:

- Once the surveys are completed, use the dashboard to review the results and identify areas for improvement in your institution's data management practices.

4. Filling out surveys

The survey aims to evaluate teachers' data literacy, privacy awareness, and data management processes to identify gaps and needs in protecting student data.

Demographic Questions

The webpage shows the demographic section of the survey with several required questions marked with asterisks (*):

- Country selection (dropdown menu)
- Gender selection (radio buttons)
- Age input
- Years in education
- School type (private/public)
- Educational level taught

Questionnaire Sections

- **Processes**→ This part of the survey focuses on teachers' understanding and implementation of data privacy procedures within their educational institutions.



The aim is to evaluate how well teachers follow established data protection protocols and their preparedness to handle privacy-related incidents in their educational settings.

- **Awareness**→ This part focuses on teachers' knowledge and understanding of data privacy concepts and risks. The aim is to assess how aware teachers are of data privacy issues, particularly in relation to student data protection and their own responsibilities in maintaining privacy standards.
- **Skills**→ This part focuses on teachers' knowledge and understanding of data privacy concepts and risks. The aim is to evaluate how teachers apply their data privacy knowledge in practice, including both protecting student data themselves and teaching students about data privacy concepts and self-protection strategies.

At the end of the survey, there's a submit button to complete the questionnaire.

Institution Statistics

The **Institution statistics** section in the **SPADATAS** platform provides detailed insights into the data management practices of your institution. This feature allows you to view and analyze statistics for different roles within your institution, helping you mapping and identify strengths and areas for improvement in data security and privacy.

Key Features

1. **Role-Specific Statistics:** The platform provides separate statistics for different roles within the institution:
 - **Teachers**
 - **Data Protection Officers (DPOs)**
 - **IT Administrators**
 - **Principals**
2. Each set of statistics is tailored to the specific responsibilities and challenges of the respective role.



3. **Easy Navigation:** Use the **Jump to** links to quickly access the statistics for each role. This allows for efficient analysis and comparison of data management practices across different roles.

4. **Analyze the Data:**

- Review the statistics to gain insights into the current state of data management practices within your institution.
- Identify trends, strengths, and areas for improvement.

5. **Make Informed Decisions:**

- Use the insights gained from the statistics to implement or enhance data security and privacy measures within your institution.

