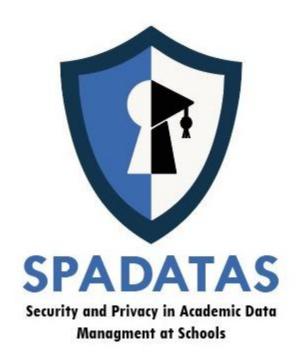# Security and Privacy in Academic Data management at Schools (SPADATAS)

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Data Privacy Officer - Survey

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Amendment History

Version	Revision	Date	Status	Author	Modification
1	0	04/02/2023	Done ⌄	Daniel Amo	Initial version
1	1	20/02/2023	Done ⌄	Daniel Amo	Modification from feedback
2	0	31/03/2023	Done ⌄	Daniel Amo	Major update
2	1	13/4/2023	Done ⌄	Daniel Amo	PreFinal version
3	0	19/4/2023	Done ⌄	Daniel Amo	Final version

Questionnaire

Introduction

Educational roles need to acquire digital skills and competencies exposed in DigCompEdu regarding data literacy and responsible use of digital competence.

An open tool for data fragility auto-assessment and process mapping in data academic management will be developed. Detecting those needs will help to raise awareness about data fragility and help detect privacy gaps in data academic treatment.

Considering that responses evaluate perceptions of the participants, the objectives of the tool are:

- O1: Analyze their data literacy proficiency regarding policies, actions, and processes to ensure privacy, security, and confidentiality of students' data regarding
- O2: Map their data academic management processes with a focus on data protection
- O3: Discover flaws and gaps about data fragility in data treatment processes
- O4: Detect needs regarding digital skills, competencies, and knowledge to reduce data fragility issues in the data academic management

In summary, with this tool schools can analyze their digital skills and data literacy competencies that help protect privacy and security of students' data, as map their data academic management processes to detect gaps and foster data treatment policy updates.

Questionnaire for Data Privacy Officers (DPO)

Considering DPO's practice in any school and data privacy, the questionnaire will consider the dimensions of **Processes (O1 & O2)** and **Agreements and data compliance (O2 & O3)** to check if DPO has:

- Comprehensive understanding of data privacy laws, regulations, and best practices, particularly in the educational context.
- Ability to develop, implement, and enforce data privacy policies and procedures that comply with relevant regulations.
- Knowledge of data privacy risk assessment and management techniques, and the ability to apply them in a school setting.
- Strong communication and interpersonal skills, including the ability to educate and train staff and students on data privacy best practices.

Demographic questions
1. Indicate your country
   a. Answer type: List of countries
2. Indicate your gender
   a. Answer type: Man, Woman, I prefer not to answer, None of the above
3. Indicate your age
   a. Answer type: Number
4. In which type of school do you work?
   a. Answer type: Private, Public
5. Are you (self)trained in digital skills or competencies regarding data privacy?
   a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
   b. If yes or will do it: Which training have you got or will get regarding skills or competencies?
       i. Answer type: Self-trained, Official training
6. Are you a DPO of a school or district?
   a. Answer type: School, District

Dimension: Agreements and data compliance
7. What steps does your school take to ensure the security of student data?
   a. Answer type: Open answer

8. What is the process for obtaining consent for the collection, storage, and processing of student data?
   a. Answer type: Open answer
9. What procedures does your school have in place for responding to data privacy requests or complaints from staff, students, or parents, and how are these processes communicated to the school community?
   a. Answer type: Open answer
10. How does your school handle data privacy incidents or breaches?
    a. Answer type: Open answer

Dimension: Agreements and data compliance
11. Do you regularly share reports on Data Protection with the principal(s)?
    a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
12. Do you have regular communication with the principal(s) to ensure data protection in school
    a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
13. Which problems have they detected during their work in data privacy and data protection at school?
    a. Answer type: Open answer
14. Which things have worked well regarding data privacy and data protection in the school?
    a. Answer type: Open answer
15. How does your school ensure that all third-party vendors and service providers who handle student data comply with the same data protection and privacy standards as your school?
    a. Answer type: Open answer

16. Describe any concern regarding data privacy and security in data academic treatment in your school
    a. Answer type: Open answer