

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

2022-1-ES01-KA220-SCH-000086363



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## Principal - Survey

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SPADATAS CONSORTIUM

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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



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## 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.



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## Questionnaire for Principals

Considering principals' 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 principals have:

- Solid knowledge of relevant laws and regulations regarding data protection and privacy in the educational environment.
- Ability to spread and apply policies and practices for collecting, storing, and using students' personal information.
- Skill in leading training and education for teachers and other staff members on data protection and privacy.
- Commitment to regularly evaluating and updating the school's data protection policies and practices to ensure their adequacy and effectiveness.

### 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. How many years have you been in education?
  - a. Answer type: Number
5. In which type of school do you work?
  - a. Answer type: Private, Public
6. At which stage of education do you teach?
  - a. Answer type: Primary/Secondary/Both
7. 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 done or will do it: Which training have you got or will get regarding skills or competencies?
    - i. Answer type: Self-trained, Official training
8. Are you (self)trained in laws and regulations regarding data protection and privacy in the educational environment?
  - a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do



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- b. If done or will do it: Which training have you got or will get regarding skills or competencies?
  - i. Answer type: Self-trained, Official training

### **Dimension: Processes**

- 9. Is Privacy and Data Protection a regular item on meeting agendas?
  - a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
- 10. Is there training provided to teachers about data privacy protection news or issues?
  - a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
  - b. If done or will do it: What is or will be the frequency of training?
    - i. Answer type: Number
    - ii. Answer type: Week, Month, School year
- 11. Is there information provided to teachers about data privacy protection news or issues?
  - 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: What is or will be the frequency of informing?
    - i. Answer type: Number
    - ii. Answer type: Week, Month, School year
- 12. Is there information provided to parents about the data privacy protection of the schools?
  - 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: What is or will be the frequency of informing?
    - i. Answer type: Number
    - ii. Answer type: Week, Month, School year
- 13. Were the teachers asked about their perception regarding data privacy protection policies and code of conduct?
  - a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do

### **Dimension: Agreements and data compliance**

- 14. Is the school's documentation on data privacy policies up to date and available?
  - a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
- 15. Do you regularly review reports from DPO on implementing data protection policies?
  - a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do



16. Is there a Code of Conduct regarding privacy and data protection maintained, to which employees must attest?
- a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
17. Are parents informed by any means on how data is treated regarding students' data privacy and confidentiality?
- a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
18. Does the school have data privacy policies to ensure that the technology used by students, staff, and faculty meets data privacy and security standards?
- 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: How is compliance monitored and enforced?
    - i. Answer type: Open answer
19. Describe any concern regarding data privacy and security in data academic treatment in your school.
- a. Answer type: Open answer



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