Privacy Lead Objectives

e-Safety Committee

Objective 1: Educate the individuals in your institution

- How digital platforms access and use information
- How digital platforms handle security and privacy
- Importance of privacy practices with student information
- Risks of noncompliance with student practices, privacy law, and policy
- Process being developed to adopt best privacy practices with student information

This first objective will take the longest to accomplish and is also extremely important. Because most people do not understand how digital privacy works, nor how digital data is stored and used, the first step is to teach them. Through workshops, presentations or training seminars, your organization has to educate all of its members about the use of digital platforms in education, the challenges and risks it presents around protecting the privacy of student information, the risks of all non-compliant digital platforms and why it is important to foster a positive digital culture.

Objective 2: Evaluate current practices
What digital platforms are being used in class or related to students in any context?

- Who is putting in student information and what is the current protocol for recording all forms of student information?
- Which digital platforms do we use most often and need to be evaluated first? What is the order, in terms of priority, the remaining platforms need evaluation?
- What new practices do we need to adopt to best promote privacy protection?

This second objective will require less time to accomplish than the first objective but is also critical to success. Because members of your organization now understand the risks of digital platforms and privacy, they will be the most valuable part of your team in identifying what noncompliant digital technology is being used. They can identify important practices like what apps they use, what programs and platforms do individual sites use, and where are the connections between student information and record keeping most frequently done? Once you have accomplished this objective, by gathering all of the related information, you are ready to work on the next step.

Objective 3: Certify

- Have all current products evaluated with a manual and technical assessment to ensure privacy policies and practices align and contracts are compliant (IKeepSafe)
- Develop a process to phase out use of non-certified products
- Identify and use the best digital products

For the last objective, you will develop a process to make sure the best privacy compliant products are used. This requires systematically phasing out products which are not safe and secure, and replacing them with products that are.