NAD Office of Education Data Collection Process

The North American Division Office of Education (NADOE) collects, manages, and stores, in Data Rollup, data owned by the individual conferences. Data acquired and its related management serve multiple purposes, namely to:

a. consolidate data and assist schools and conferences with data storage and utilization
b. provide teachers, principals and conference superintendents’ access to report cards, cumulative records and transcripts
c. support data acquisition for compliance with governmental requirements
d. create reports required by the Seventh-day Adventist Church, accreditation bodies, governmental, and/or local jurisdictions
e. optimize the delivery and security of division-wide, education-related data
f. safeguard from loss of local print-based data, providing electronic access
g. enhance transferability of data between schools, conferences, unions and higher education
h. foster accuracy of data
i. provide informed, targeted comparisons with other independent, private and parochial schools along identified areas through data consolidation and/or disaggregation

Data collected may include the following:

a. students’ grades
b. students’ attendance
c. standardized test scores
d. students’ names and addresses
e. students and school personnel’s gender and religious affiliations
f. parents’ names and addresses
g. names, email addresses, and home addresses of school personnel
h. job title(s) of school personnel
i. school address
j. student, school and educator’s ID numbers
k. school type/size
l. school enrollment
m. educator’s NAD certification(s), and endorsement(s) and degree(s)
n. number of full-time equivalent (FTE) school personnel
Most of the data is collected through an approved School Information System (SIS), aggregated in a digital format, and made accessible to authorized NAD organizations or individuals. Collected data can be used to:

a. generate school opening and closing reports  
b. create cumulative student records  
c. populate student report cards  
d. produce student transcripts for 9th-12th grade  
e. provide for analysis, study and research  
f. inform recruitment, retention and marketing  
g. forecast needs in the system:  
   i. identify enrollment trends  
   ii. provide accurate local school data to School Accreditation Visiting Committees  
   iii. reveal demographic shifts—exploring what these mean for the future viability of the school system, and for informing decision making  
h. determine how best to align curriculum with targeted data

Access to Data
Access to collected data is available to educators employed within the North American Division’s Early Childhood Program (ECP) through 12th grade schools and is based on the level of the authorization granted to the individual. This provides the educator or school with local school data essential for their daily job functions. Authentication of the users is afforded through the assignment of individual educator identification and role. This process is managed by the union or conference office of education that is authorized to provide and remove educators’ access to Data Rollup. Other persons or organizations requesting data will complete the Data Usage Request Form (see page 8) and submit the completed form to the NADOE for approval.
NAD Office of Education Data Collection – Frequently Asked Questions (FAQ)

1. What is the NAD Data Usage Protocol?
   a. The North American Division Office of Education (NADOE) receives a signed data release from each conference within the North American Division (NAD). This legally allows the NADOE to use the data which conferences own and is stored in Data Rollup.
   b. Persons or organizations requesting data must complete the Data Usage Request Form (see page 8) and submit it to the NADOE.
   c. Approval Process
      Level 1: Routine data to be processed by the NADOE Director of Technology & Support as a part of the job description.
      Level 1 data includes, but is not limited to:
      ● General Conference and NAD reports
      ● school administrators’ reports
      ● data that the user can access via the internet, but can be easily generated by the NADOE Director of Technology & Support as a report
      ● enrollment and demographic data requested by SDA colleges and universities

   Level 2: Non-routine and non-sensitive data to be processed by the NADOE Director of Technology & Support and the NAD Vice President for Education.
   Level 2 data includes, but is not limited to:
   ● graduate and postgraduate research requests that are union specific
   ● names and contact information for educators
   ● data requested by authors
   ● list of schools opened and/or closed

   Level 3: Sensitive and confidential data to be processed by the Union Directors of Education.
   Level 3 data includes, but is not limited to:
   ● graduate and postgraduate research requests that are union specific
   ● requests for data from SDA colleges and universities as they prepare for accreditation visits

2. How is data collected?
Data is collected through the following avenues:
   a. Regular imports from school Student Information System (SIS) imports. SIS must be one of the approved vendors. Currently, there are two: FACTS SIS and Jupiter Ed. (https://tdec.adventisteducation.org/dashboard-data-rollup/).
   b. Nightly data sync from eAdventist. This brings in the official information for all NAD approved organizations (schools, conferences, unions).
   c. Data sync from eCertification. This brings in all of the information on denominational educators who are certified.
   d. Manual entry portal. This is available for schools which are not using an approved SIS vendor to enter Opening and Closing Report information.
   e. Standardized test data is uploaded on a regular testing schedule.
3. How is data shared?
Data is shared through the following avenues:
   a. Reports generated in Data Rollup. Access to reports is determined by role permissions, which are set in User Manager: https://support.datarollup.info/category/conference-user-guide/before-you-begin/357 and https://support.datarollup.info/category/conference-user-guide/reports/1543.
   b. Sync to NAD Accreditation database, Accreditrac, for use in accreditation reports.

4. Why is the NAD collecting this data?
The NADOE collects, manages, and stores, in Data Rollup, data owned by the individual conferences. Data acquired, and its related management, serve multiple purposes, namely to:
   a. consolidate data and assist schools and conferences with data storage and utilization
   b. provide teachers, principals and conference superintendents access to report cards, cumulative records and transcripts
   c. support data acquisition for compliance with governmental requirements
   d. create reports required by the Seventh-day Adventist Church, accreditation bodies, governmental, and/or local jurisdictions
   e. optimize the delivery and security of division-wide, education-related data
   f. safeguard from loss of local print-based data by providing electronic access
   g. enhance transferability of data between schools, conferences, unions and higher education
   h. foster accuracy of data
   i. provide informed, targeted comparisons with other independent, private parochial schools along identified areas through data consolidation and/or disaggregation

5. Who has access to the data?
Access to collected data is available to educators employed within the NAD’s ECP-12 centers and schools and is based on the level of the individual’s authorization.

6. How can this data be used?
Collected data can be used to:
   a. generate school opening and closing reports
   b. create cumulative student records
   c. populate student report cards
   d. produce student transcripts for 9th-12th grade
   e. provide for information analysis, study and research
   f. inform recruitment, retention and marketing
   g. forecast needs in the system:
      i. identify enrollment trends
      ii. provide accurate local school data to School Accreditation Visiting Committees
      iii. reveal demographic shifts—exploring what these mean for the future viability of the school system, and for informing decision making
   h. determine how best to align curriculum with targeted data
7. What reports are available?
A list of reports, available by permissions, is found here:
https://support.datarollup.info/category/conference-user-guide/reports/1543

8. Who ensures that the data is accurate?
The school is ultimately the responsible party for ensuring the accuracy of the data.

9. What other programs can use this data?
   a. NAD Accreditrac - statistical demographic data
   b. Spiral (Loma Linda University-developed curriculum platform), By Design Labs and Welnet receive class rosters
   c. Adventist Learning Community - teacher
   d. An export is available to conferences for use with NWEA MAP rostering

10. What kind of trends will this data be able to forecast?
    a. identify enrollment trends
    b. provide accurate local school data to School Accreditation Visiting Committees
    c. reveal demographic shifts—exploring what these mean for the future viability of the school system, and for informing decision making
    d. determine how best to align curriculum with targeted data

11. Do schools have input on how their data may be used?
    Schools, conferences, and unions have input on report data they feel would be helpful. New data points must be voted by the Union Directors of Education before collection begins.

12. How will a governmental data disclosure request be handled?
    In the event of a governmental data disclosure request for information held in Data Rollup, entities should report to the NADOE who will seek legal advice from the Office of General Counsel. In all cases, the NADOE will only disclose data when compelled to do so by court order, and if so compelled, only disclose the subset of data specifically required. In all situations NADOE will seek to limit if not eliminate any voluntary data disclosure.

13. How will a data breach be handled?
    a. Contact our Cyber Liability Insurance provider (Beazley and Kroll via Adventist Risk Management) to report the breach, and to formally request Forensics and Recovery services be engaged.
    b. Evaluate backup infrastructure. Determine if backups were exposed and if data integrity can be maintained. Decide how far back we will need to go to ensure “clean” data.
    c. Determine scope by answering the following questions: Was any Personal Identifiable Information (PII), Payment Card Industry (PCI), Protected Health Information (PHI) or other protected data classes included in the breach? Was the data encrypted?
d. Containment: Seek to quarantine or isolate the impacted systems. Prevent spread of malicious activity or unauthorized access.

e. Preserve Evidence: Ensure that impacted systems are imaged, and that logs are preserved.

f. Eradication: Remove malicious activity from the environment. Perform root cause analysis.

g. Determine if the systems can be remediated and placed back into production without risk of further compromise, or must these systems be restored?

h. Based on PII/PCI/PHI that was impacted, begin notification of stakeholders. Notify required government agencies (State’s Attorney General).

i. Post Mortem (lessons learned): Determine strategies to prevent recurrence, improve systems impacted and plan for future attacks.

14. What is the plan to ensure researcher’s access to the data is strictly confidential and appropriately managed by the NAD?
   a. All data access requests will be administered by the NADOE.
   b. All data access requests will be logged.
   c. Additionally, systems’ access logging will be enabled on all platforms so that system access is tracked and auditable, and available upon request.

15. How is the NAD prepared to deal with firewall intrusion, viruses, data corruption, and data loss by deletion?
   All access attempts are logged (regardless of source). Systems are scanned for malicious activity regularly. Network activity is constantly monitored via Artificial Intelligence (AI), looking for aberrant or unusual behavior. Notification and remediation are automatically triggered by that activity. Upon notification of data corruption or loss, NAD IT Services will perform a full restore back to the requested point in time.

16. Who owns the data?
   Data is owned by the individual schools and/or conferences.

17. How/where is the data stored and is there backup storage to prevent data loss?
   All data is encrypted, with encryption keys stored offline. The NAD follows the industry standard 3-2-1-1 Backup Rule, meaning that there are at least three copies of backup data, on two different independent media, with one copy located offsite and another copy located offline. Offline backups are maintained as a defense against Ransomware and other malicious activity. Backups are retained based on the retention schedule provided by NADOE.
NAD Office of Education
Data Usage Request Form

APPLICANT’S INFORMATION

Full Name of Individual or Institution: ______________________________________________

Address:________________________________________________________________________

______________________________________________________________________________

Email:___________________________________________________________________________

Phone: ___________________________ Date: __________________

Name of Employer/University: ______________________________________________________

PURPOSE OF DATA REQUEST

Please provide a summary of the intended use of the data requested; as well as a short
description of your research purpose, data collection method, data analysis plan-if applicable,
and how you will use the data requested.

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