

NAD Office of Education Data Collection Process

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

- 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 Division, Union and Conference Offices of Education for the NAD Seventh-day Adventist Church, accreditation bodies, governmental, and/or local jurisdictions.
- e. optimize the delivery and security of education-related data on behalf of the NAD, its unions, conferences, and schools.
- 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, parochial schools along identified areas through data consolidation and/or disaggregation.

Data collected may include the following:

- a. student grades
- b. student attendance
- c. standardized test scores
- d. student names and addresses
- e. students and school personnel gender and religious affiliations
- f. parent names and addresses
- g. name, email, and address of school personnel
- h. job title(s) of school personnel
- i. school address
- j. student, school and educator ID numbers
- k. school type/size
- l. school enrollment
- m. educators' 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 Early Childhood Program 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 North American Division Office of Education for review and approval. The North American Division Office of Education will only share data with individuals who have authority to access it.

Exemption for SDA Schools in Canada

Please note that strict Canadian federal and provincial laws with respect to privacy and data collection prevent SDA schools in Canada from sharing student and parent personal data with the NAD. Accordingly, the SDACC submits only general aggregated data to the NAD in Opening and Closing Reports.

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 and for which the NADOE has permission to access.*

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 can be accessed on the internet which can be easily produced by the NADOE Director of Technology & Support*
- *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 who 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 North American Division Office of Education collects, manages, and stores in Data Rollup, data owned by the individual conferences. Data acquired and its related management serve multiple purposes, namely the following:

- 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,*
- j. *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 North American Division EC-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. *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 of 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 environment. Perform root cause analysis.*
- g. Determine if the systems 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. 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?

All data access requests will be administered by the NAD Office of Education. NAD Information Technology Service (NAD ITS) will not grant data access requests. All data access requests should be logged. Additionally, systems access logging should be enabled on all platforms so that system access is tracked and auditable upon request.

- 15.** How is the NAD prepared to deal with unauthorized 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 ITS 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 NAD Education.

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