Peer learning of information security and protection in vocational education and training – peer learning criteria, process and tool

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Summary

This model includes a criterion for the assessment of data security and protection in accordance with the structure typical of the National Board of Education's peer review criteria, as well as an example process for the implementation of peer learning between two education providers. The evaluation scale is based on the self-assessment criteria commonly used by Karvi of the National Centre for Assessment of Education (missing, starting, evolving, advanced). The model can be tailored to suit different situations and objectives; for example, only part of the criteria can be used or expanded, and peer learning can be implemented by more than two education providers. The criteria and the table section that guides the process are deliberately left in an easy-to-edit format – partly at the expense of appearance.

The perspective of the model is the upper level of the education provider , with an emphasis on processes, responsibilities, communication and evaluation and improvement, rather than technical details.

More info on:

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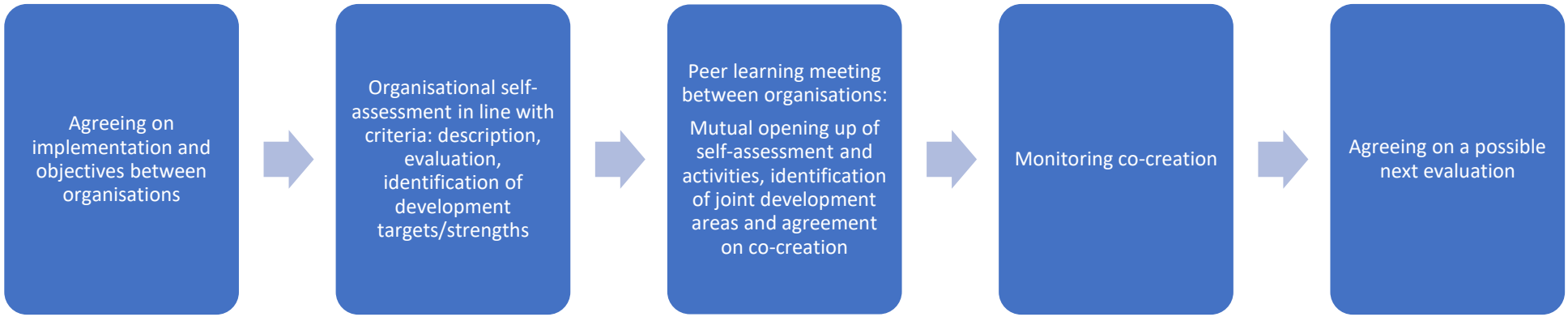
Process

The following process is an example of a situation in which two training providers implement peer learning related to information securityan and protection by using the model prevented by this tool.

Initially, the organisations agreed on objectives and implementation, such as the schedule of phasesand the form of descriptions. Both organisations carry out self-assessments in accordance with the criteria set out in the next chapter. The self-assessment includes an indicator-by-indicator assessment according to the Garfield scale and a brief description of one's own activities (e.g. keywords, listing) and defining strengths/development targets. Self-assessment involves, for example, persons responsible for information security and protection, assessment and improvement, management and representatives of other personnel. After the self-assessment, the organisations meet at a peer learning event, where both organisations open up the results of self-assessment and present their own approaches to the evaluation theme (e.g. system presentations, Powerpoint presentations). The event will exchange information and try to solve the challenges raised by self-assessments. In addition, joint development targets will be identified and measures and monitoring will be agreed upon. The continuation of the peer learning process shall be agreed upon as appropriate and appropriate; in general, however, continuity in peer review and learning is a tried and tested element.



Comparativeassessment criteriont: Information security and protection in vocational education and training

Criterion: *Evaluation area:* ***Information security and protection in vocational education and training***		Assessment (Karvi): Missing (P), Start (A), Evolving (K), Advanced (E) (Assessment by indicator or, if desired, by criteria)		Brief description (notes), strengths, areas of development	
Indicators	**Examples of evaluation criteria**	**Organisation A**	**Organisation B**	**Organisation A**	**Organisation B**
Objectives and guidelines	**Security:** The organisation has set guidelines and targets for information security. The information security guidelines have been described and communicated to staff, students and stakeholders as appropriate. **Data protection:** The organisation has set guidelines and targets for data protection. The organisation has outlined how to: the principles of compliance with the Data Protection Act in the processing of personal data are implemented (1. Legality, reasonableness and transparency 2. Purpose-related 3. Minimisation of data 4. Punctuality 5. Restriction of storage 6. Data integrity and confidentiality 7. Obligation to demonstrate)			**Security:** Brief description: Strengths: Areas for development: **Data protection:** Brief description: Strengths: Areas for development:	**Security:** Brief description: Strengths: Areas for development: **Data protection:** Brief description: Strengths: Areas for development:

	The data protection guidelines have been described and communicated to staff, students and stakeholders as appropriate.				
Planning and management	**Security:** The organisation has appropriate security-related guidelines and plans in place. Information security is part of the organisation's risk management. The organization's software and its use are secure: login, usage, data retention/backup, among other things. The organisation's ICT infrastructure is up-to-date. The organization has defined internal and external key roles for maintaining, developing, informing, and internally training security. Staff competence is maintained and developed: - Security managers - Staff using information systems in everyday life			**Security:** Brief description: Strengths: Areas for development:	**Security:** Brief description: Strengths: Areas for development:

	Data protection: The organisation has appropriate data protection guidelines and plans in place. Data protection is part of your organization's risk management. The data protection expertise of the personnel is maintained and developed. The organisation has procedures in place to ensure data protection throughout the organisation. For example, in an organization: - know what kind of personal data it processes. - identifying the legal basis for the personal data used; - identify when to act as a controller and when as a handler - agreements have been concluded on the processing of personal data and the processing of the contracts is in order - identifying the situations in which the common register is kept and the related responsibilities have been agreed upon; - the internal roles and responsibilities related to the processing of personal data have been identified and confirmed; - the role and role of the Data Protection Officer has been defined;			**Data protection:** Brief description: Strengths: Areas for development:	**Data protection:** Brief description: Strengths: Areas for development:

	- it is known which information systems process personal data - identifying and properly managing unstructured information; - have defined the information practices and are followed; - there is a management process for personal data breaches - the conditions for transferring personal data to third countries have been clarified				
Documentation and information	**Security:** The organisation has defined principles and channels for documentation and information on information related to information security-related materials (instructions, plans, descriptions, management, risk management, reports). **Data protection:** The organisation has defined principles and channels for documentation and information on data protection-related materials (instructions, plans, descriptions, management, risk management, reports).			**Security:** Brief description: Strengths: Areas for development: **Data protection:** Brief description: Strengths: Areas for development:	**Security:** Brief description: Strengths: Areas for development: **Data protection:** Brief description: Strengths: Areas for development:
Monitoring and evaluation	**Security:**			**Security:** Brief description:	**Security:** Brief description:

	Feedback on the data security-related entity is collected and other monitoring, assessment and performance data from different groups. There are appropriate procedures for monitoring and evaluating the data source. **Data protection:** Feedback on data protection-related activities is collected and other monitoring, assessment and performance data from different groups. There are appropriate procedures for monitoring and evaluating data protection.			Strengths: Areas for development: **Data protection:** Brief description: Strengths: Areas for development:	Strengths: Areas for development: **Data protection:** Brief description: Strengths: Areas for development:
Improvement	**Security:** Information security will be developed or changed as necessary changed needs, monitoring, evaluation and performance data and/or based on changes in the operating environment. The organisation has comprehensive procedures for promoting innovation and regeneration in matters related to information security. **Data protection:**			**Security:** Brief description: Strengths: Areas for development: **Data protection:**	**Security:** Brief description: Strengths: Areas for development: **Data protection:**

	Data protection will be developed or changed as necessary changed needs, monitoring, evaluation and performance data and/or based on changes in the operating environment. The organisation has comprehensive procedures to promote innovation and regeneration in matters related to data protection.			Brief description: Strengths: Areas for development:	Brief description: Strengths: Areas for development:

The Karvi assessment scale

The Karvi assessment scale below is used according to the indicator and criteria.

	PUUTTUVA	ALKAVA	KEHITTYVÄ	EDISTYNYT
Toimintatapa	Ei ole määriteltyä toimintatapaa asian hoitamiseksi. Asiasta on puhuttu, mutta konkreettiset toimet puuttuvat.	Toimintatapa, vastuut, valtuudet ja linjaukset on osittain määritelty.	Toimintatapa, vastuut, valtuudet ja linjaukset on pääosin määritelty. Joidenkin toimintojen osalta tarvitaan tarkempia määrittelyjä.	Toimintatapa, vastuut, valtuudet ja linjaukset on kattavasti määritelty.
Toimintatavan toteutuminen käytännössä (esim. eri vastuualueilla, eri tilanteissa, eri henkilöstö- ja asiakasryhmissä)	Ei toimintatapaa, jota voisi toteuttaa.	Toimintatapaa toteutetaan vaihtelevasti käytännössä.	Toimintatapaa toteutetaan melko kattavasti käytännössä.	Toimintatapaa toteutetaan kattavasti käytännössä.
Arviointi ja parantaminen	Ei toimintatapaa eikä sen toteuttamista, joita voisi arvioida ja parantaa.	Toimintatavan ja sen toteutumisen arviointi ja parantaminen on satunnaista	Toimintatapaa ja sen toteutumista arvioidaan ja parannetaan osin systemaattisesti mm. ennakointitiedon, seuranta-, arviointi- ja tulostiedon, muun tiedon, hanketoiminnan, verkostoyhteistyön ja toisilta oppimisen perusteella.	Toimintatapaa ja sen toteutumista arvioidaan ja parannetaan systemaattisesti mm. ennakointitiedon, seuranta-, arviointi- ja tulostiedon, muun tiedon, hanketoiminnan, verkostoyhteistyön ja toisilta oppimisen perusteella. Strategiset linjaukset määrittelevät kehittämistyötä. Kehittämistyössä hyödynnetään innovatiivisia ratkaisuja.

Figure 1. The assessment scale commonly used in the self-assessments of the National Education Assessment Centre, including explanations.