



Platform for Secure Data Sharing - Google Drive Guidelines

Why do we utilise online data collection via an individual school Google Drive folder?

It will:

- Improve the accuracy and ease of collating mentee data, by keeping all records in one place that all relevant parties can view and update at any time;
- Improve impact evaluation and mentee destination tracking by collecting accurate participant data for the HEAT¹ database
- Ensure greater security of information by removing need for back and forth data submission via email

Each school will have its own online folder in the USiSM drive area. Strategic Coordinators, Operational Coordinators, and Data Managers will be given editing rights to their corresponding school folder. Assigned Lead Mentors will be given editing rights to the 'Mentee Weekly Register' **only** which they will complete following the weekly session for their corresponding school.

The USiSM Team will also have access to all school folders. In order to access this folder, each relevant member of school staff will need a Google Account.

What will be stored in your school's Google folder?

The folder will be the main hub for all data shared between the school and the University of Sheffield, such as cohort/grade information. This means that when the USiSM team/school coordinators send emails, they will not send attachments but instead refer coordinators/the USiSM team to the document title in their Google Drive folder. This also means that any amendments that need to be made to data will also all be done online rather than via email.

General Data Protection Regulation (GDPR) guidelines/agreement from schools

- Ensure that it is only the Strategic Coordinator, Operational Coordinator, and Data Manager who has editing rights and access to your school folder; do not add any additional members of staff.
- Do not share the link to the folder with anyone other than the above. Be mindful when sending emails that you do not accidentally share the link with contacts other than the above and the US in Schools Team.
- Keep us up to date if members of staff responsible for USiSM mentoring change throughout and at the end of the year, so we can update editing and access rights to your folder.
- Do not use your personal email account to sign into your school's drive area; use your official school email address so that any data protection issues would be covered by the school GDPR Policy.
- Please read the University's policies below for more guidance on using a shared online drive.

The University of Sheffield Data Protection Information on Google Drive Use:

- IT Code of Practice: <http://www.sheffield.ac.uk/cics/codeofpractice>
- TUoS Data Protection Policies: <http://www.sheffield.ac.uk/cics/dataprotection>
- Data Protection guidance when accessing Google Drive on remote devices: <http://www.sheffield.ac.uk/cics/remote/information>
- Advice on safe computing: <http://www.sheffield.ac.uk/cics/security>
- Data Protection Statement with Google Drive: http://shef.ac.uk/polopoly_fs/1.254519!/file/FactSheet-DataSecurityandPrivacywithGoogle.pdf

Help when using Google Drive

- TUoS Guidance on How to Use Google Drive - <http://www.sheffield.ac.uk/cics/drive/aboutgd>
- Google Drive introduction from Google - <https://support.google.com/drive/answer/2424384?hl=en>

¹ The Higher Education Access Tracker (HEAT) Service is a monitoring and evaluation service for member universities. The service encompasses a number of outputs including data management, analysis and reporting. Underpinning the service is a collaborative database to provide a web based data capture system that tracks student engagement in outreach activities delivered by each subscriber HEI and by partnership projects. (HEAT, 2015 available at: <http://heat.ac.uk/>)