GUIDE: Teaching Data Privacy and Safety in Online Sessions

A Practical Guide for Adult Educators to Promote Privacy Awareness

Objective: To help adult educators introduce the importance of data privacy and safety to learners during online teaching sessions, ensuring a secure and aware learning environment.

Scenario: An adult educator is preparing to conduct an online session for a group of learners unfamiliar with basic data privacy principles. During registration, learners are asked to share their email addresses, and during the session, they might accidentally reveal personal information in the chat. The educator must ensure privacy is protected and learners understand how to stay safe online.

Guidance:

Before the Session:
1. Choose Secure Platforms: Use trusted tools like Zoom or Microsoft Teams. Ensure they are updated and configured with GDPR-compliant settings.
2. Minimise Data Collection: Only ask for essential information during registration (e.g., first name, email). Avoid collecting unnecessary personal details.
3. Prepare Privacy Rules: Prepare and share simple privacy ground rules for the session, such as "Do not share sensitive information in the chat." Share these with participants beforehand.
4. Test the Platform: Familiarise yourself with features like muting participants, locking meetings, and enabling waiting rooms.

During the Session:
1. Start with Awareness: Begin the session by briefly explaining why data privacy matters and providing examples of common risks (e.g., phishing emails, unsecured websites).
2. Model Safe Practices: Avoid calling out full names or sharing personal information about participants. Refer to them by first name or aliases.
3. Engage Safely: Use interactive tools like polls or Q&A features to engage learners without requiring them to disclose personal information.
4. Monitor the Chat: Watch for and address any accidental sharing of sensitive details in the chat. Remind participants of privacy rules when needed.

After the Session:
1. Secure Materials: Save recordings, if any, in a password-protected folder and only share them with authorised individuals.
2. Provide Resources: Share a simple guide or checklist on staying safe online, tailored to the session's content.
3. Reflect and Improve: Note any privacy challenges during the session and adjust your approach for next time.

DATA GAME

Practical tips:
Use relatable examples, such as "Think of your personal data like your house keys—don't give them to just anyone!" to help learners understand the importance of protecting their information.