

**UNIVERSITY OF CAPE COAST**

**SCHOOL OF ECONOMICS**



**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

**COURSE: DATA CURATION AND MANAGEMENT**

**COURSE TITLE: DMA820**

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## **ANSWERS TO THE QUESTIONS**

### **QA. COMMENT ON THE NATIONAL SCHOOLS INSPECTORATE AUTHORITY(NaSIA) DATA POLICY**

#### **A1. Structure of Data Dissemination**

The National Schools Inspectorate Authority (NaSIA), in line with Right Information (RTI) Act 2019(Act 289), has developed an RTI manual that outlines the framework for data dissemination. This manual establishes clearly defined data protocols that regulate access to information, maintain confidentiality, and ensure secure and efficient exchange of data between stakeholders. The protocols are designed to promote transparency while safeguarding sensitive information, thereby supporting compliance with legal requirements and enhancing trust in the data management process. In practice, these protocols are applied in the following ways:

- **Internal Use:** Data collected from schools during Inspections is initially used internally by the Research, Monitoring and Evaluation (R, M&E) team for analysis and to generate graphs based on the Authority's Inspections Evaluation Framework (IEF). These visual outputs are shared with Inspectors through password-protected system such as google drive to support the development of detailed Inspection reports.
- The Standards and Licensing (S&L) team also access the Inspection data to populate and issue Licences to schools that meet the minimum standards set by the Authority. The Inspection and Supervision (ISD) team, which oversees the quality assurance of Inspection reports, along with R, M&E, S&L, IT, Administration, and Finance teams, are all trained in data handling procedures to unauthorized disclosure.

Additionally, NaSIA has introduced a digital platform, the School Licensing and Inspection Management System (SLIMS), managed by the Information Technology (IT) team, to facilitate secure and seamless data access and communication among departments.

- **Digital and Physical records:** Both digital databases and physical records are subject to RTI compliance protocols. Digital systems such as SLIMS and KOBO Collect are protected by encryption, password access, and logging systems managed by the IT department. For physical records, access is restricted to designated officers within the relevant departments, and proper storage procedures are followed to ensure data integrity.

- **Inspection Reports:** School Inspection reports are generated, reviewed, and stored on secure NaSIA-managed platforms. Full reports are accessible only to authorised users such as selected Ministry stakeholders, headteachers and district directors. Summarized reports are published on NaSIA's official websites, in line with RTI Act provisions and data protection guidelines.

## **A2. Format of Data Dissemination**

NaSIA employs multi-format approach to data dissemination in order to meet the needs of various stakeholder while ensuring data security and compliance with RTI Act, 2019 (Act 989) and maintaining data security. These formats include:

- **Official Reports:** Annual Inspections reports, aggregate reports on Inspections, compliance audits, and policy brief are provided in PDF format.
- **Dashboards and Spreadsheets.** Real-time data presented in excel sheets or through internal system for operational use.
- **Presentation and Meetings:** PowerPoints slides and verbal briefings are delivered during stakeholder engagements.
- **Website publications:** Summarized information, press releases, circulars are published on NaSIA's official website for public access after they have been approved and vetted by senior management.

Additionally, platforms such as SLIMS, Kobo Collect and Google Drive, are used to share inspection reports with authorised staff. For external collaborations, formal Memorandum of Understanding (MoUs) govern data sharing, ensuring proper control and compliance with established data protocols. Example, NaSIA has MoUs with accreditation bodies such as Cambridge Assessment International Education (CAIE) and Pearson Education Africa.

## **A3. Data sharing protocols and procedures**

NaSIA has established clear protocols to secure data sharing in line with the RTI Act, 2019(Act 989). Data access is role-based and limited to authorised staff. External stakeholders submit formal requests, and collaborations are governed by MoUs, such as those with Cambridge Assessment International Education (CAIE) and Pearson Education Africa.

Data is shared through encrypted platforms like SLIMS, with all activities are logged for accountability. Staff are trained regularly on data handling to ensure compliance and to protect sensitive educational information.

### **A3. Data Visibility (Website/Social media handles)**

NaSIA promotes transparency by making key information accessible through the official website and social media platforms. The website hosts summaries of core services, compliance ratings and licensed schools, policy documents, press releases, leadership team. Platforms such as Facebook, Instagram, Twitter, and LinkedIn are used to share updates on Managements meetings, Stakeholders engagements, press releases and educational insights.

Only non-sensitive, de-identified data is published, while detailed datasets remain restricted to authorised personnel. This approach ensures compliance with RTI Act, 2019(Act 989) and strengthen stakeholder engagement through clear, secure and timely information dissemination.

### **B. Suggesting ways by which the mentioned areas of data curation can be improved/ implemented in your organisation.**

The National Schools Inspectorate Authority (NaSIA) must adopt a more strategic approach to how data is collected, stored, shared and presented in order to strengthen its information management practices and enhance data curation.

NaSIA should automate data workflows within the SLIMS to reduce the manual processes and improve data accuracy. Additionally, the Authority should establish a centralised data governance framework that would ensure consistency across departments and prevent duplication of work. Regular training sessions on data security and confidentiality protocols should be conducted to streamline operations and ensure consistency across departments.

NaSIA must introduce interactive dashboards that would provide real-time visual insights, standardise reporting templates in formats such as PDF, and secure-cloud-based systems collaboration tools to reduce risk of data silos.

The Authority must strengthen data sharing protocols through automated approval system reviews and update MoUs with partners, and robust audit trails to monitor data access and sharing to improve accountability.

Finally, enhancing data visibility through a public portal, regular social media updates accompanied by infographic and key highlights, and clear guidelines on publicly shareable data will foster transparency and build stakeholder trust.

By implementing these measures, NaSIA can transform its data curation practices into a robust that supports better decision-making, strengthens accountability, and ultimately improves quality of education oversight in Ghana.