

Data Sharing Policy for School Education & Literacy

Version 1.0

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The document outlines the need of data sharing policy and various data sharing modalities for different kind of data requests. Currently, School Education Data pertaining to stakeholders (teachers, students, school admin etc.), captured in applications such as UDISE+, PGI, NAS etc. is taken into consideration.



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1 Introduction

Data is universally recognized as a valuable resource that should be maintained in a manner which ensures that its potential is realized optimally. Most data today is maintained and exchanged electronically, which has increased the ease of use of data. At the same time, it has increased the need for developing a structured and secure mechanism for such an exchange. India's National Data Sharing and Accessibility Policy (NDSAP) states *inter alia* that the principles on which data sharing and accessibility need to be based include: **Openness, Flexibility, Transparency, Protection of Intellectual Property, Formal Responsibility, Professionalism, Interoperability, Quality, Security, Efficiency, Accountability, Sustainability and Privacy**. There is a large quantum of data generated at the cost of public funds by various organizations and institutions in the country and this data can be used for scientific, economic and developmental purposes. Section 4(2) of the Right to Information Act, 2005 reads “It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo moto to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to the use of this Act to obtain information”.

1.1 Organization Overview

The Department of School Education and Literacy (DoSEL) is responsible for school education and literacy in the country. It is also responsible for educational research with respect to the items listed in The Government of India (Allocation of Business) Rules, 1961 for this Department.

1.2 Data Overview

The Department of School Education and Literacy (DoSEL) in collaboration with National Informatics Centre (NIC) holds rich data on school education in its IT systems in a Custodial capacity in National Data Centre. Various Online transactional data pertaining to above mentioned applications resides in the respective business applications. The IT Infrastructure has enabled DoSEL to create an Enterprise Data Warehouse (EDW) used to address the data requests of both internal and external agencies. This includes data on School Education System in India, popularly referred as the Unified District Information System for Education Plus (UDISE+).

The UDISE+ system, one of the largest in the world of its kind, comprises of more than 1.5 million of schools, 9.5 million of teachers and more than 260million students of pre-primary to higher secondary level from varied socio-economic backgrounds. Majority of UDISE+ data items are on three pillars of education system, namely Schools, Students and Teachers. In addition, it contains data related to expenses, school safety, vocational education, etc. The UDISE+ data helps the Governments, both Central and State, to frame educational policies and monitor its implementation, prepare annual plan and budget, derive national educational indicators, fulfill data requirements for media and various research etc. This data is collected

through specially designed Data Capture Formats (DCF). Online uploading of UDISE+ has been made mandatory from 2018-19. The UDISE+ data is considered a valuable resource for educational planning and research.

Apart from UDISE Plus, the DoSEL collects data from States on various indicators related to administrative systems of education, learning outcomes etc.

While the applicability of this policy is primarily focused on the data related to UDISE+, Performance Grading Index (PGI) and various educational surveys such as National Achievement Survey (NAS) which are looked after by DoSEL in collaboration with the NIC (since most data is exchanged through NIC electronically), its applicability to other data of DoSEL from other schemes also needs to be laid down, especially in view of concerns regarding availability of sensitive commercial data in public domain.

Data in this document does not cover the following data elements and so those are out of scope of this policy document.

1. Any confidential data element of DoSEL
2. Service-related data of any employee of DoSEL or State Educational Dept.
3. Annual Plan and Budget related data of various schemes under DoSEL
4. Any Data related to Associated Autonomous organizations of DoSEL

This document lays down the policy governing data sharing by the DoSEL with other Government and private agencies, individual researchers, both within and outside India.

1.3 Overriding Condition

Notwithstanding anything contained in this document, the Government of India, more specifically the Department of School Education and Literacy (DoSEL) reserves the right to deny access, prohibit usage and/or prohibit sharing of the UDISE+ or other data sets mentioned in this document to any category of user, with or without assigning any reason.

2 Need for Data Sharing Policy

Planning for data sharing should be an integral part for any organization and requests for previously created datasets should always be assessed for feasibility of sharing when a request for access is made. This policy is to ensure DoSEL has in place procedures to enable the appropriate sharing of DoSEL shareable data in a research culture and other area which increasingly encourages access to publicly funded research data.

Data sharing is a multi-disciplinary process that involves technological, business and legal considerations. Trust and security are major areas of concern for data sharing process, even though having benefits arising out of large volumes and variety of data via technologies such as analytics, machine learning and artificial intelligence.

Data sharing policy aims to guide school education institutions through the journey of data sharing, while outlining key considerations when planning for data collaboration and partnerships.

The policy shall take perspectives of data providers and consumers, interested in embarking on data sharing journey.

2.1 Current Status

There has been an increasing demand by several external agencies that the data which is collected with the deployment of public funds should be made readily available to all for enabling rational debate, better decision-making, research work, policy formulation and use in meeting civil society needs.

Currently, data is being shared with multiple internal and external agencies within India, in different ways and modalities. DoSEL's various dashboards in Web portals and application servers acts as an interface for providing transactional data to Government and private users in a pre-defined summary format. Data from the Enterprise Data Warehouse is being increasingly used for answering Parliament questions and for framing responses to applications received under the Right to Information (RTI) Act.

2.2 Need for Policy

DoSEL holds data pertaining to Education System in a Custodial capacity. So, as mentioned above, the data requests from the external users to DoSEL have increased significantly in recent years. There is an urgent need of streamlining the process of Data sharing and formalization of Data protection measures to prevent Data from misuse and unauthorized access. Planning for data sharing should be an integral part for any new study and requests for previously created datasets should always be assessed for feasibility of sharing when a request for access is made.

Therefore, Data Sharing Policy is framed to facilitate access to UDISE+ and other survey Data in DoSEL to meet a variety of requirements like policy formulation by Government agencies, undertaking Analytics projects, Research activities, academic studies, etc. This policy is to

ensure DoSEL has in place procedures to enable the appropriate sharing of DoSEL data in a research culture which increasingly encourages access to publicly funded research data.

This needs to be seen in the context of increasing demands for data in view of increasing awareness of the value and benefits that such data brings, which include:

1. Maximum use of Government's data for the benefit of stakeholders
2. Improving policy making across government
3. Supporting research by various government bodies/ research agencies
4. Detection of potential frauds
5. Non-intrusive profiling

Also, while some exchanges, such as those between UDISE Plus and States are structured and well established, most of the others are in the nature of ad-hoc requests and there is a need to bring structure and rigor to the process for entertaining requests for data and providing such data.

All the above make it imperative for DoSEL to formulate a Data Sharing policy along with a protocol for exchange of data with external entities within India. In course of time, a similar protocol for exchange of data with external entities outside India may also have to be established.

The key aspects to be covered in the data sharing policy include:

1. Scope and Applicability
2. Data Categorization
3. User and Purpose Categorization
4. Request categorization and Modality of data sharing
5. Terms and Conditions

3 Scope and Applicability

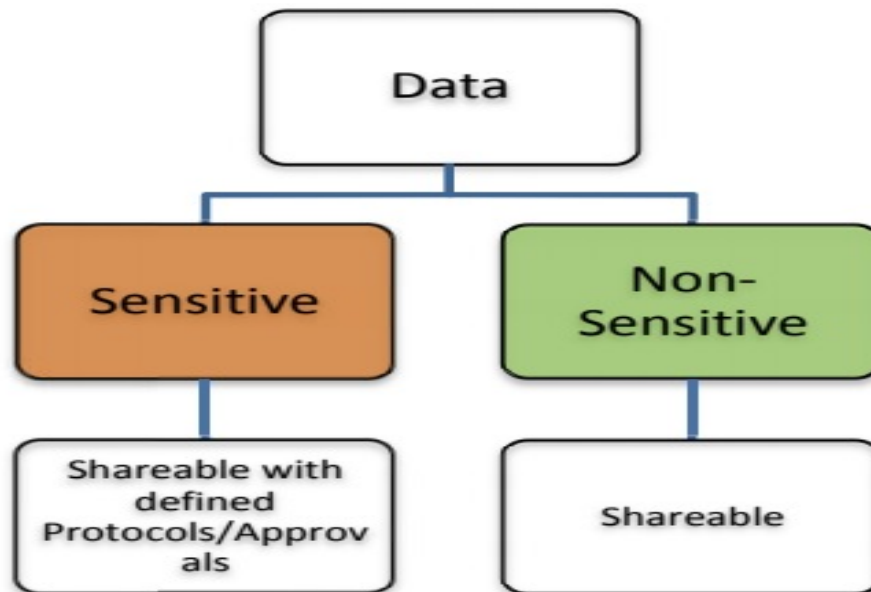
This document lays down the policy governing information exchange between DoSEL, internal agencies which are a part of MHRD, Other Central or State/UT Governments and external agencies, including both private individuals and organisations.

As regards data exchange with external agencies outside India, subject to approval from the competent authority with duly identified data content, the same shall be governed by a separate self-contained document DoSEL's IT Connectivity Protocol (Annexure-A) with Entities.

The applicability of this policy is primarily focused on the data related to UDISE+ and PGI which are looked after by DoSEL in collaboration with NIC (since most data is exchanged through NIC electronically).

Any data which are confidential in nature are out of scope from this policy document.

4 Data Categorisation



The data available with DoSEL is categorised for sharing based upon its sensitivity, granularity, criticality and ownership/data origination. In line with the categorization of data prescribed in NDSAP, data is then classified as Shareable and Non-shareable. As can be seen from the diagram above, DoSEL data elements have been categorised as Sensitive and Non-Sensitive. Data falling under the Sensitive category shall ordinarily be provided against a specific authorized request on a case to case basis and backed with a Non-Disclosure Agreement (Annexure – B) between the requestor and DoSEL. However, for regular/periodic requests for data, the requestor shall only enter into Non-disclosure Agreement (Annexure-B) for such data with DoSEL.

4.1 Sensitive Data

The following categories of data shall be treated as Sensitive:

4.1.1 Sensitive Personal Information (SPI)

Sensitive personal data or information of a person means such personal information which consists of information relating to:

- i. password;
- ii. financial information such as Bank account or credit card or debit card or
- iii. other payment instrument details ;
- iv. physical, physiological and mental health condition;
- v. sexual orientation;

- vi. medical records and history;
- vii. Biometric information etc.

4.1.2 Personally Identifiable Information (PII)

Personally identifiable information (PII) is any data that can be used to identify a specific individual. Aadhaar number, Date of Birth, name, mailing or email address, and phone numbers have most commonly been considered PII, but technology has expanded the scope of PII considerably. It can include an IP address, login IDs, social media posts, or digital images. Geolocation, biometric, and behavioral data can also be classified as PII.

4.1.3 Commercially Sensitive Information (CSI)

Data which if compromised, can cause economic impact to an Individual entity such as Pay Slip, Account Number etc. shall be classified as sensitive.

4.1.4 Sensitive Derived Data (SDD)

Data generated as part of internal analysis using DoSEL internal tools and techniques for profiling as part of Risk Analysis, Investigations and Intelligence gathering etc. shall be considered as Sensitive. This includes budget data for making plans, internal monitoring data, scheme monitoring data, financial data etc.

4.1.5 Technology Configuration Data (TCD)

Data, which is used for configuration of IT systems, shall fall under this domain. This includes configuration data for hardware, software, licenses etc.

4.1.6 System Generated Data (SGD)

Granular data pertaining to an individual's access/activity logs in the system and such other forensic data which is available in DoSEL's IT systems

4.1.7 External Supplementary Data (ESD)

Data provided to DoSEL by another Government organisation in India or any other organization through an existing arrangement or with whom DoSEL has executed and will fall in the Sensitive category.

4.2 Non-Sensitive Data

Apart from the data defined as sensitive which are raw data or highly summarized or aggregated, data created by combining information on individual collected fields shall be considered as Non-Sensitive. Data which is mandated by Statute, other Acts in force and/or policy decisions by the Departments to be publically displayed or openly hosted on DoSEL's or its other associated website/s shall be treated as falling into this category.

According to the provisions of the Indian Constitution “The right to privacy” is a fundamental right and it is necessary to protect personal data as an essential facet of informational privacy. Therefore, Data which is placed on DoSEL's and its associated Web sites like UDISE+, PGI etc. is in compliance with the RTI Act, The Information Technology Act, 2000, and any other law for the time being in force as well as the “right to privacy” upheld by the Hon’ble Supreme Court of India in its various judgements and longstanding agreements/practice such as various Reports on School Education System etc. shall also fall into this category.

DoSEL may, at its discretion, decide to openly publish any data which it feels is required in the interest of transparency or public good. An example of this from the UDISE+ is given at **Annexure D (i):** Sample School Report Card (Urban) **and D (ii) :** Sample School Report Card (Rural) which shows the school-wise data items which would be available for all users. This will neither reveal UDISE+ code nor school name, but shall carry a pseudo code for each school instead of UDISE+ Code. All data items available in this will be available in bulk form for use as non-sensitive data.

As regards the modalities of sharing such Non-Sensitive data for which requests are received by the DoSEL, the modalities would be governed by the process prescribed for servicing of ad-hoc data requests. Thus, an entity requesting for Non-Sensitive data would be required data request in the template on web portal.

Any entity requesting and procuring non-sensitive data would not be using it for commercial gain. The entity would further ensure that data is not transferred to any other agency, including its associate or subsidiary organizations, irrespective of their purpose of use.

5 User and Purpose Categorization

The policy shall cover data sharing agreements with the following user categories. Sensitive data may be provided against a specific authorized request on a case to case basis and backed with a Nondisclosure Agreement between the requestor and DoSEL. For regular/periodic requests for data, the requestor shall enter into a Non-disclosure Agreement for such data with DoSEL.



5.1 MHRD and associate departments

This category includes MHRD and associated agencies/departments. Departments looking after schemes such as Sarva Shiksha Abhiyan (SSA), Mid Day Meal Schemes etc. shall fall under this category.

Purpose – Data can be shared with these agencies for the purpose of monitoring, policy interventions, creation of Ministry dashboards etc.

5.2 Central Government, State/UT Governments & Autonomous organizations under them

This category includes agencies or bodies empowered by Statute to ask for data such as Parliamentary Committees, the Comptroller & Auditor General of India, Cabinet Secretariat, NITI Aayog, etc. and other Central, State and Autonomous agencies (NCERT, CBSE, etc.).

Purpose – Data, in addition to publicly available non sensitive data mentioned at paragraph 4.2 above can be shared for official purposes of the organizations on written request from the Head of organization and after due approval process at the DoSEL. Further sharing of data to other agencies by any of the agencies who have procured data from the DoSEL can be done only with prior written approval from the DoSEL.

5.3 International organizations

This category includes multilateral agencies such as UN agencies, IMF, World Bank, etc.

Purpose – Data, in addition to publicly available non sensitive data mentioned at paragraph 4.2 above can be shared for official purposes of the organizations on written request and after due approval process at the DoSEL. Further sharing of data to other agencies by any of the agencies who have procured data from the DoSEL can be done only with prior written approval from the DoSEL.

5.4 Research Organisations/ Researchers (NGOs, Individuals, etc.)

This category would cover requests from academic and research institutions such as Indian Institutes of Management (IIMs), Indian Institutes of Technology (IITs), Indian Statistical Institute (ISI), Central and State Universities/Institutions, Non-Government Organizations (NGOs) etc. Requests from such organisations would ordinarily be entertained for non-sensitive data only. If DoSEL decides to provide such data, all conditions for sharing sensitive data such as Non-disclosure Agreement shall apply. In addition, such requests would be taken up only after pending requests under the priority category have been dealt with.

Purpose – Data mentioned at Paragraph 4.2 above can be shared for the purpose of conducting research and preparation of reports. Any output generated from this data should mandatorily mention the source of data as DoSEL. The output report should mention that any inferences drawn based on the data is of the research organization/researcher and not of the Government. Any entity requesting and procuring data would not be using it for direct or indirect commercial gain. The entity would further ensure that data is not transferred to any other agency, including its associate or subsidiary organizations, irrespective of their purpose of use.

Category of Users	Sensitive Data	Non-Sensitive Data
MHRD & associate departments	✓ **	✓
Central Government, State/ UT Governments & Government Autonomous organizations	✓ **	✓
Multilateral Organizations	X	✓
Other organizations/ Individual Researchers	X	✓

** Case to Case Basis

6 Request Categorization and Modality of Data Sharing

6.1 Request Categorization

6.1.1 Periodic data (bulk data)

This category would pertain to data required to be exchanged in agreed structured formats at a defined frequency, including bulk data sharing. Organisations seeking data under this category would be required to execute a Non-disclosure Agreement which will govern this sharing of data. Additionally, they would be required to nominate a nodal officer and an alternate nodal officer who would be the authorized contact person for data transmission and communication related to the same. An example of this data is given at Annexure D: Sample School Report Card.

6.1.2 Real time data

Under this category, it will be required to share the data on real time basis/synchronized manner.

6.1.3 Ad-hoc data request

Under this category, data will be shared on the basis of a specific request for the same. It would cover requests which seek a limited amount of data for a specific entity and is related to an organizational requirement, an investigation or for any particular scheme.

6.2 Data Sharing Modalities

Data will be shared only in the data structure formats (images, csv, pdf, etc.) available in the systems. No translation or data transformation will be done by DoSEL. Also, data would be exchanged through a secure electronic mechanism or in very rare case with some external media. In due course, it would be DoSEL's endeavor to secure such exchange through Digital Signatures whether personal or server level.

6.2.1 API based exchange

Under this category, API services may be made available developed to provision real time access of data across various internal and external applications. The data requestor (External/Internal agencies) shall come into Non-Disclosure Agreement before API based data exchange. Within this category, API based authentication mechanism shall also be built to enable authentication services such as UDISE as a Service (api.udise.gov.in) for the agencies requiring this service.

6.2.2 Web-form submission

Under this data sharing modality, requests will be entertained only through submitted web-form in the template, covering data requested, purpose, contact details etc. This template would be available on UDISE Plus website (udiseplus.gov.in). During the form submission, the requestor shall be asked to give consent to Non-Disclosure clause. Once the form is submitted, requester shall be provided with user credentials to login and download the required data.

6.2.3 Exchange through Email

The requestor shall submit the requisition of data through the request template along with the Email ID while giving consent to Non Disclosure Agreement. An automated mail will be triggered to the email ID with the required data. Only in rare instances, data shall be provided over requestor's official e-mail, in response to the data request over Email. In case it is found that the e-mail so received has not come from a proper domain or is detected to be a malicious e-mail, DoSEL reserves the right to take such action including forensic investigation by third party auditors and /or legal remedy, as may be required. If malicious intent is established, DoSEL at its discretion may choose not to provide any further data to the said entity.

6.2.4 Exchange through External devices

Data can be shared over system compatible and secured external devices as well. This shall be on case to case basis. Only in rare instances, data shall be provided over external devices,

6.3 Data sharing matrix

Data sharing modality would depend upon the data categorization and data volume.

	API based exchange	Web-form submission	Exchange through Email	Exchange through External devices
Periodic data (bulk data)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Time Data	<input type="checkbox"/>			
Ad-hoc data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7 Terms & Conditions

7.1 Data Storage and Retention

Sensitive data provided by DoSEL under this policy should be stored on a secure system whereby access is restricted to only authorised personnel. The data should be retained only until it has served the purpose for which it was obtained and securely erased thereafter. Any/all liability arising out of disclosure of such data shall lie solely with the requesting organisation.

7.2 Reciprocity Clause

The Government agencies, research organizations, etc. seeking information/ data from DoSEL would be bound to share data owned by them and requested of them by DoSEL should there be a requirement of the same. Also, it is mandatory for the organizations, seeking data, to share back the results/outputs arising out of shared data with DoSEL.

7.3 Data representation clause

While publishing report, requesting organizations/individuals shall clearly mention that ***‘The findings are based on the analysis run by them only and DoSEL has no role to play in these results. Only base data was shared by DoSEL’***. Also, it is advised to avoid use belittling statements while commenting on the results.

7.4 Data Monetization Clause

Depending on the type of data sharing modalities, frequency, amount of data needed etc. , it shall be decided during the signing of agreement whether DoSEL would want to introduce financial implications (charges on data sharing) before signing of agreement.

7.5 Saving Clause

Any organization/entity that receives data from DoSEL under this policy assumes all legal liability arising out of any precipitate action taken by such organization/entity based on this data.

The recipient of the data shall ensure that data containing information specified to be confidential by DoSEL or agreed mutually to be confidential between DoSEL and the recipient are maintained in confidence and are not disclosed or transmitted to any unauthorized persons nor used for any purposes other than those intended by the parties. When authorized, further transmission of such confidential information shall be subject to the same degree of confidentiality.

Shared Data shall not be regarded as containing confidential information to the extent that such information is in the public domain. DoSEL and the recipient may agree to use a specific form of protection for data such as a method of encryption to the extent permitted by law.

- 7.6 The Declarations regarding legal immunity for DoSE&L and non-commercial use, non-transferring of data in respect of Government user in the form of certificate is given at **Annexure-E** and the Certificates required from the private users for use of de-identified/ anonymised bulk data is given at **Annexure-F**.
- 7.7 Section 1(2) of the Information Technology Act 2000 says “It shall extend to the whole of India and save as otherwise provided in this Act, it applies also to any offence or contravention there under committed outside India by any person”. Similarly, Section 75 provides as under:—

Act to apply for offence or contravention committed outside India- (1) Subject to the provisions of sub-section (2), the provisions of this Act shall apply also to any offence or contravention committed outside India by any person irrespective of his nationality. (2) For the purposes of sub-section (1), this Act shall apply to an offence or contravention committed outside India by any person if the Act or conduct constituting the offence or contravention involves a computer, computer system or computer network located in India Section 7 of Information Technology Rules state that the bodies corporate can transfer the sensitive personal data to any other body corporate or person within or outside India, provided the transfer ensures the same level of data protection that the body corporate maintained, as required by IT rules. A data transfer is only allowed if it is required for the performance of a lawful contract between the data controller and data subjects; or the data subjects have consented to the transfer. Moreover, certain restrictions with regard to restriction on transfer of personal data outside India have been incorporated under chapter VII of the forthcoming personal data protection bill, 2020.

- 7.8 **Section 79** in the Information Technology Act, 2000. (1) Notwithstanding anything contained in any law for the time being in force but subject to the provisions of sub-sections (2) and (3), an intermediary shall not be liable for any third party information, data, or communication link made available or hosted by him.
- 7.9 **In case any conflict arises with reference to applicability of the provisions of any existing law or any law enacted in future, over this policy, the provisions of law enacted in future shall prevail.**

8 PENALTIES AND COMPENSATION

As far as the Penalties for the contravening of certain terms and conditions of this policy are concerned the provisions of the Acts enacted by the Ministry of Electronics and Information Technology (MeitY), which is the nodal Ministry in the Government of India in this regard, the relevant provisions of the Information Technology Act 2000 and also the provisions of any other law for the time being in force will be applicable.

As far as the offences for contravening of certain terms and conditions of this policy are concerned, the provisions of the Acts enacted by the Ministry of Electronics and Information Technology (MeitY), which is the nodal Ministry in the Government of India in this regard, the relevant provisions of the Information Technology Act, 2000 and also the provisions of any other law for the time being in force will be applicable.

9 Term of copyright in Government works

As this policy is of Government work, therefore Government is the first owner of the copyright therein, copyright shall subsist as per Section 28 in the Indian Copyright Act, 1957.

10. Annexures

10.1 ANNEXURE A: DoSEL's IT Connectivity Protocols with Entities

S.No.	Parameter	Modality
1	Connectivity	<ul style="list-style-type: none"> No direct connectivity to production servers shall be allowed to any international partner. Message exchange would take place through placing of files in designated directories (separate Inbound & Outbound), with specific permissions
2	Network Connectivity	The default mode for establishing communication shall be over Site-to-Site SSL VPN
3	Static IP Address	Only authorized devices with declared static IP address/ Mac address shall be allowed access
4	Network Port for incoming data	Only specified port shall be allowed for communication
5	Authentication	<ul style="list-style-type: none"> Digital signature based authentication using Class III digital certificates TACACS/ CHAP
6	Encryption	ISAKMP (Internet Security Association and Key Management Protocol);AES;AS2;SHA
7	File type	Text file and XML formats
8	Max File Size	<ul style="list-style-type: none"> Only one file shall be accepted for each transaction The maximum permissible size of such file shall be 10KB
9	Hash Function	Hashing shall be implemented to check integrity of the files being exchanged – SHA
10	Non-Disclosure and or Acceptable Use	An agency connecting to IT Systems will execute a mutually agreed agreement for nondisclosure and/or acceptable use of data, including its storage and archival.

S.No.	Parameter	Modality
	Agreement	
11	Audit Logs	Audit logs will be created for each transaction and user activity. These may be subject to third party audits.
12	Other	Tools that do not support logging or establishing forensic trails (including but not limited to Winscp) shall not be used by either party.

Communication Server: DoSEL shall create separate Inbound and Outbound directories on its communication server; the files sought to be sent to the International partner shall be placed in the outbound directory by DoSEL.

Data Purging / Archival: Once a file has been successfully picked up from the inbound directory by DoSEL's IT Systems, it will be purged within an agreed timeframe not later than 7 days.

Communication Channel: It is important that both parties maintain clear lines of communication and towards this objective, both parties shall provide to each other the contact details of the Officer(s) In-charge of the data exchange, including the emergency contact details. Instance/s of planned and un-planned downtime shall be communicated to the other party.

Incident Response Protocol: Both the parties shall notify each other of intrusions, attacks, or misuse of data. In the case of a security breach, both parties shall coordinate their incident response activities.

Change Management

In the event of any updates to DoSEL's IT Security policy and procedures, the corresponding update in the data exchange protocol shall be notified to the partner. Thereafter, the updated protocol shall be treated as a mandatory requirement for the data exchange between DoSEL and the International partner.

Discontinuing the Data Exchange

- a. **Planned discontinuation:** In case discontinuation of the data exchange is warranted, the initiating party shall notify the other party in writing, and it shall in turn receive an acknowledgment for the same. The notification should describe the reason/s for the disconnection and provide the timeline for the disconnection
- b. **Emergency discontinuation:** If one or both parties detect an attack or any other contingency that exploits or jeopardizes the IT systems or data, data exchange can be terminated without providing a prior written notice to the other party. However, if such an action is warranted, the same shall be notified to the other party at the earliest thereafter.

10.2 ANNEXURE B: Confidentially or Non-Disclosure Agreements

Requirement of non-disclosure agreements would address the requirement to protect confidential information using legally enforceable terms. Confidentially or non-disclosures agreement are applicable to external parties or employees of the department. Elements should be selected or added in consideration of the type of the other party and its permissible access or handling of confidential information. To identify requirements for confidentiality or non-disclosure agreements, the following elements should be considered:

1. Definition of the information to be protected (e.g. confidential information);
2. Ensuring no IPR and Copyright infringement
3. Expected duration of an agreement, including cases where confidentiality might need to be maintained indefinitely;
4. Required actions when an agreement is terminated;
5. Responsibilities and actions of signatories to avoid unauthorized information disclosures;
6. Ownership of information, trade secrets and intellectual property, and how this relates to the protection of confidential information;
7. The permitted use of confidential information and rights of the signatory to use information;
8. The right to audit and monitor activities that involve confidential information;
9. Process for notification and reporting of unauthorized disclosure or confidential information leakage;
10. Terms for information to be returned or destroyed at agreements cessation.
11. Expected actions to be taken in case of a breach of the agreement.

10.3 ANNEXURE C: Abbreviations

S.No.	Item	Definition
1	MHRD	Ministry of Human Resource Development
2	DoSEL	Department of School Education & Literacy
3	NIC	National Informatics Centre
4	NDSAP	National Data Sharing and Accessibility Policy
5	EDW	Enterprise Data Warehouse
6	UDISE	Unified District Information System for Education
7	DCF	Data Capture Format
8	PGI	Performance Grading Index
9	NAS	National Achievement Survey
10	NIEPA	National Institute of Educational Planning and Administration
11	RTI	Right to Information
12	SPI	Sensitive Personal Information
13	PII	Personally Identifiable Information
14	CSI	Commercially Sensitive Information
15	SDD	Sensitive Derived Data
16	TCD	Technology Configuration Data
17	SGD	System Generated Data
18	ESD	External Supplementary Data
19	API	Application Programming Interface
20	IT Act 2000	Information Technology Act (IT Act)
21	NDA	Non-Disclosure Agreements (NDA)
22	XML	Extensible Markup Language (XML)

10.4 ANNEXURE D: (i) Sample School Report Card (Urban)

UDISE Code			School Name			Pseudo Code	123456789																				
State	Delhi		District	South West		Block																					
Rural / Urban	2-Urban		Cluster																								
Ward			Mohalla			Pincode	110022																				
Panchayat	NA		City	South West Delhi City		Municipality	South DMC																				
Assemble Const	44-R.K. Puram		Parl. Constituency																								
School Category	3 – Pr. With Up.Pr. sec. and H.Sec.		Medium of Instruction			Visit of school for / by																					
School Management	5-Private Unaided (Recognized)		Medium 1	19-English		Acad. Inspections	0																				
School Type	3-Co-educational		Medium 2			CRC Coordinator	4																				
Lowest & Highest Class	0 – 12		Medium 3			Block Level Officers	0																				
Pre Primary	1-Yes		Medium 4			State/District Officers	1																				
Year of Establishment	1972		Is this a Shift School?	2-No		Anganwadi At Premises	2-No																				
Year of Recognition-Pri.	1974		Building Status	1-Private		Anganwadi Boys	0																				
Year of Recognition-Upr.Pri.	1976		Boundary wall	1-Pucca		Anganwadi Girls	0																				
Year of Recognition-Sec.	1976		No.of Building Blocks	21		Anganwadi Worker	NA																				
Year of Recognition-Higher Sec.	1979		Pucca Building Blocks	17		Residential School	2-No																				
			Is Special School for CWSN?	2-No		Residential Type																					
Affiliation Board-Sec	1-CBSE		Availability of Ramps	1-Yes		Minority School	2-No																				
Affiliation Board-Hsec	1-CBSE		Availability of Handrails	1-Yes		Approachable By All Weather Road	1-Yes																				
Toilets		Boys	Girls	Total Class Rooms		192	Drinking Water Available																				
Total	78	80	Other Rooms		66	Drinking Water Functional		Yes																			
Functional	72	74	Library Availability		1-Yes	Rain Water Harvesting		2-No																			
Func. CWSN Friendly	6	6	Separate Room for HM		1-Yes	Playground Available		1-Yes																			
Urinal	78	80	Total Class Room			Furniture Availability		7181																			
Handwash Near Toilet	1-Yes		In Good Condition	192		Electricity Availability	1-Yes																				
Handwash Facility for Meal	1-Yes		Needs Minor Repair	0		Solar Panel	1-Yes																				
			Needs Major Repair	0		Medical checkups	1-Yes																				
Digital Facilities (Functional)					No.of Students Received (DCF 5.1 , 5.2)		Primary	Up.Primary																			
ICT Lab	1-Yes	Internet	1-Yes	Desktop	150	Free text books	0	0																			
Laptop	15	Tablet	0	Printer	99	Transport	0	0																			
Projector	15	DTH	1-Yes	DigiBoard	75	Free uniform	0	0																			
RTE Information & Management					RTE Information		Pri.	Up.Pri	Sec.	H.Sec																	
SMC Exists	1-Yes	SMC & SMDC Same	2-No	SMDC Constituted	2-No	Instructional days	222	222	222	222																	
Text Books Received	1-Yes	Special Training		Material for Training	1-Yes	Avg.Schoolhrs.Std.	5.3	6.4	6.4	6.4																	
Grants Details under SamagraShiksha (DCF Sl. No. 8.3)					Avg.Schoolhrs.Tch.		6.0	6.4	6.4	6.4																	
Grants Receipt	0.0		Grants Expenditure	0.0		CCE	1-Yes	1-Yes	1-Yes	1-Yes																	
Total no. of Students Enrolled Under Section 12 of the RTE Act In Private Unaided and Specified Category Schools (DCF Sl. No. 1.42(a))																											
Pre-Primary		Class I		Class II		Class III		Class IV		Class V		Class VI		Class VII		Class VIII											
B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G										
110	82	69	37	59	49	65	42	68	38	69	39	66	41	31	17	20	14										
Total no. of Economically Weaker Section*(EWS) students Enrolled in Schools (DCF Sl. No. 1.42(b))																											
Pre-Primary		Class I		Class II		Class III		Class IV		Class V		Class VI		Class VII		Class VIII		Class IX		Class X		Class XI		Class XII			
B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	11	7	2	20	5	16	14
Teachers																											
Classes Taught													Total		375												
1-Primary		131		2-Up.Pr.		51		Nature of Appointment					Gender														
3-Pr. &Up.Pr.		0		5-Sec. only		40		Regular		347			Male			55											
6-H Sec only.		107		7-Up pri and Sec.		0		Part-time		0			Female			320											
8-Sec and H Sec		0		10- Pre-Primary Only.		46		Contract		28			Transgender			0											
11-Pre- Pri&Pri		0																									
Teachers Aged above 55													46		Academic Qualification												
Below Graduate													15		Graduate					98							
No. of Total Teacher Received Service Training													0		Post Graduate and Above					262							
Total Teacher Involve in Non Training Assignment													0		Total Teacher Trained in Computer					58							
Teacher With Professional Qualification																											
Diploma or Certificate in basic teachers' training													6		Bachelor of Elementary Education (B.El.Ed.)					23							
B.Ed. or Equivalent													274		M.Ed. or Equivalent					23							
Other													31		None					0							
Diploma/degree in special Education													18		Pursuing any Relevant Professional Course					0							

School Report Card

(as on)

Enrolment																														
Enrolment	Pre-Primary		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII		Total			
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	All	
General	331	383	222	174	200	170	198	190	221	174	215	176	226	202	244	182	227	204	344	266	267	237	461	393	471	379	3627	3130	6757	
SC	29	12	13	2	21	17	22	10	17	7	10	7	3	3	3	1	4	2	5	1	1	6	2	1	9	10	139	79	218	
ST	2	1	1		2	1			1		2	2	2		1			3	1			2	5	5	4	7	20	22	42	
OBC	12	12	5	5	12	7	3	3	8	1	6	5	3	1	3	1	1		1	1	7	2	27	10	17	10	105	58	163	
Total	374	408	241	181	233	196	224	203	247	182	233	190	234	206	251	184	232	209	351	268	275	247	495	409	501	406	3891	3289	7180	
G.Total	782		422		429		427		429		423		440		435		441		619		522		904		907		7180		7180	
Minority Details																														
Muslim	15	11	13	7	8	10	9	11	16	7	11	6	11	9	10	9	6	7	17	12	11	6	18	12	13	12	158	119	277	
Christian	4	4	3	1	1	2	6		2	1	1	1	2		5		2	4	3	1	3	3	4	4	3	1	39	22	61	
Sikh	11	22	11	12	11	13	11	4	8	6	7	7	15	17	8	10	11	5	14	18	19	10	16	11	15	13	157	148	305	
Buddhist					1						1	1	1				1	1				1	2	1	1	1	6	6	12	
Parsi																														
Jain	5	1		2		1	1					1			1						1	2			2	3	2	12	10	22
Other																														
Total	35	38	27	22	20	27	27	15	26	14	20	16	29	26	24	19	20	17	34	32	35	20	40	30	35	29	372	305	677	
G.Total	73		49		47		42		40		36		55		43		37		66		55		70		64		677		677	
Aadhaar	280	278	148	105	147	140	149	131	173	124	168	136	182	176	118	90	63	48	346	262	272	245	493	406	492	395	3031	2536	5567	
BPL																														
Repeater			1		1	1													13	8			8	4	2		25	13	38	
CWSN	4		4	1	2	2	1	2	3	2	3		9	3	5	1	3	6	6	3	10	4	5	3	6	3	61	30	91	

Enrolment by grade in the current academic session (by Age in completed years)																													
Classes	Pre-Primary		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII		Total		
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	All
<5																													
5																													
6			222	177																							222	177	399
7			18	4	211	166																					229	170	399
8			1		18	26	187	179	1																		207	205	412
9					4	4	35	21	195	159		2															234	186	420
10							1	3	48	22	198	172		1													247	198	445
11							1		2	1	33	16	219	199													255	216	471
12									1		2		13	6	236	175	2										254	181	435
13											2		15	9	184	171		1	3								202	183	385
14															43	35	243	199	3								289	234	523
15															3	3	95	61	162	148	12	8				272	220	492	
16																	10	4	108	99	267	233	8	10		393	346	739	
17																	1	1	2			203	161	295	211	501	373	874	
18																						12	7	183	180	195	187	382	
19																	1					1	13	5		15	5	20	
20																							2			2		2	
21																													
22																													
>22																													
Total	374	408	241	181	233	196	224	203	247	182	233	190	234	206	251	184	232	209	351	268	275	247	495	409	501	406	3891	3289	7180

Source : UDISE+ 2018-19

http://udiseplus.gov.in/FIND_YOUR_SCHOOL

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10.4 ANNEXURE : D (ii) Sample School Card (Rural)

UDISE Code		School Name		Pseudo Code	426789643																						
State	Haryana	District	PANIPAT	Block																							
Rural / Urban	1-Rural	Cluster																									
Village		Habitation			Pincode	132103																					
Panchayat	PANIPAT-RURAL	City	NA	Municipality	NA																						
Assembly Const.	PANIPAT-rural	Parl. Constituency																									
School Category	5 - Up. Pr. Secondary and Higher Sec			Medium of Instruction		Visit of school for / by																					
School Management	1-Department of Education			Medium 1	04-Hindi	Acad. Inspections	10																				
School Type	3-Co-educational			Medium 2	19-English	CRC Coordinator	6																				
Lowest & Highest Class	6 - 12			Medium 3		Block Level Officers	6																				
Pre Primary				Medium 4		State/District Officers	4																				
Year of Establishment	1968	Is this a Shift School?	2-No		Anganwadi At Premises	NA																					
Year of Recognition-Pri.		Building Status	3-Government		Anganwadi Boys	0																					
Year of Recognition-Upr.Pri.		Boundary wall	1-Pucca		Anganwadi Girls	0																					
Year of Recognition-Sec.	1968	No.of Building Blocks	1		Anganwadi Worker	NA																					
Year of Recognition-Higher Sec.	1968	Pucca Building Blocks	1		Residential School	2-No																					
Affiliation Board-Sec	2-State Board	Is Special School for CWSN?	2-No		Residential Type																						
Affiliation Board-HSec	2-State Board	Availability of Ramps	1-Yes		Minority School	2-No																					
		Availability of Handrails	2-No		Approachable By All Weather Road	1-Yes																					
Toilets	Boys	Girls	Total Class Rooms		12	Drinking Water Available	1-Yes																				
Total	5	8	In Good Condition		6	Drinking Water Functional	Yes																				
Functional	1	8	Needs Minor Repair		6	Rain Water Harvesting	2-No																				
Func. CWSN Friendly	0	0	Needs Major Repair		0	Playground Available	2-No																				
Urinal	1	8					3																				
Handwash Near Toilet	1-Yes		Other Rooms		7	Furniture Availability	4																				
Handwash Facility for Meal	1-Yes		Library Availability		1-Yes	Electricity Availability	1-Yes																				
			Separate Room for HM		1-Yes	Solar Panel	1-Yes																				
						Medical checkups	1-Yes																				
Digital Facilities (Functional)				No.of Students Received (DCF 5.1 , 5.2)		Primary	Up.Primary																				
ICT Lab	1-Yes	Internet	2-No	Desktop	1	Free text books	0 297																				
Laptop	0	Tablet	0	Printer	1	Transport	0 0																				
Projector	1	DTH	2-No	DigiBoard	0	Free uniform	0 0																				
RTE Information & Management				RTE Information		Pri.	Up.Pri	Sec.	H.Sec																		
SMC Exists	1-Yes	SMC & SMDC Same	2-No	SMDC Constituted	1-Yes	Instructional days	0	241	241	241																	
Text Books Received	1-Yes	Special Training		Material for Training	1-Yes	Avg.School hrs.Std.	0.0	6.3	6.3	6.3																	
Grants Details under Samagra Shiksha (DCF Sl. No. 8.3)						Avg.School hrs.Tch.	0.0	7.0	7.0	7.0																	
Grants Receipt	59575.0		Grants Expenditure		57845.0	CCE		1-Yes	1-Yes	1-Yes																	
Total no. of Students Enrolled Under Section 12 of the RTE Act In Private Unaided and Specified Category Schools (DCF Sl. No. 1.42(a))																											
Pre-Pri.		Class I		Class II		Class III		Class IV		Class V		Class VI		Class VII		Class VIII											
B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G										
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-										
Total no. of Economically Weaker Section*(EWS) students Enrolled in Schools (DCF Sl. No. 1.42(b))																											
Pre-Pri.		Class I		Class II		Class III		Class IV		Class V		Class VI		Class VII		Class VIII		Class IX		Class X		Class XI		Class XII			
B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G		
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Teachers																											
Classes Taught														Total													
1-Primary														18													
3-Pr. & Up.Pr.														Nature of Appointment													
6-H Sec only.														Regular													
8-Sec and H Sec														Part-time													
11-Pre- Pri & Pri														Contract													
Teachers Aged above 55														Academic Qualification													
No. of Total Teacher Received Service Training														Below Graduate													
Total Teacher Involve in Non Training Assignment														Graduate													
														Post Graduate and Above													
														Total Teacher Trained in Computer													
Teacher With Professional Qualification																											
Diploma or Certificate in basic teachers' training														Bachelor of Elementary Education (B.El.Ed.)													
B.Ed. or Equivalent														M.Ed. or Equivalent													
Other														None													
Diploma/degree in special Education														Pursuing any Relevant Professional Course													

Enrolment																										Note : Enrol = Enrolment , Gen = General,G.Tot = Grand Total		
Enrol	Pre-Pr		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII		Total	
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G
Gen												5	3	6	3	3	3	8	9	6	7	9		7	2	44	27	71
SC												7	10	8	8	8	11	7	16	18	12	5	5	7	5	60	67	127
ST																												
OBC												28	35	38	36	35	34	39	33	46	25	13	15	9	5	208	183	391
Total												40	48	52	47	46	48	54	58	70	44	27	20	23	12	312	277	589
G.Tot												88		99		94		112		114		47		35		589		589

Minority Details																										Note : Musl = Muslim, Chris = Christian , Budh = Buddhist ,Aadh = Aadhar ,Rept = Repeater		
Musl												17	11	13	14	18	15	27	10	12	8	10	2	4	101	60	161	
Chris																												
Sikh												2	1			1				1						4	1	5
Budh																												
Parsi																												
Jain																												
Other																												
Total												19	12	13	14	19	15	27	10	13	8	10	2	4	105	61	166	
G.Tot												31		27		34		37		21		12		4		166		166
Aadh												40	48	52	47	46	48	54	58	70	44	27	20	18	12	307	277	584
BPL																			4				1	2		3	4	7
Rept												1						5	4	27	6					33	10	43
Cwsn													2	3	1	1	1									4	4	8

Enrolment by grade in the current academic session (by Age in completed years)

Class	Pre-Pr		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII		Total		
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	All
<5																													
5																													
6																													
7																													
8																													
9													3														3		3
10													11	12		3											11	15	26
11													10	24	1	20	9	5									20	49	69
12													10	8	4	14	13	11	1	5							28	38	66
13													3	3	22	9	8	16	13	1	5	3					51	32	83
14													2	1	13	1	7	11	24	20	15	20		4			61	57	118
15															6		3	3	10	26	27	11	10	5	4	1	60	46	106
16															2		4	2	2	6	11	4	5	8	4	4	28	24	52
17													1		4		1	2		5	5	3	3	9	5	25	13	38	
18																1		2		5	1	6		4		18	1	19	
19																				2		3		1	2	6	2	8	
20																								1		1		1	
21																													
22																													
>22																													
Total	0	0										40	48	52	47	46	48	54	58	70	44	27	20	23	12	312	277	589	

Source : UDISE+ 2018-19

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Development, Govt. of India.

10.5 Annexure-E: CERTIFICATE FROM GOVERNMENT USERS ON DATA PRIVACY (User can be from DOSEL / SPD/ Department of Education in the State Government or Ministries in the Central or State Government)

I, _____, working as _____ in the Department of _____, Ministry of _____, Government of _____ as a regular employee since _____ for the purpose of discharging duties entrusted by _____ (my Department) do hereby undertake to abide by the following terms and conditions:

- (i) The Competent Authority _____ (specify) has approved procurement of sensitive data and a copy of the approval is attached.
- (ii) Data obtained herewith, will be solely used for the lawful purposes as well as to fulfill the tasks entrusted by the Department.
- (iii) Through all purposes and means, confidentiality and secrecy of the anonymised data will be maintained by the employee, to protect the interest of the Department
- (iv) The data would be used after understanding the concepts, purpose and applicability of data along with a proper appreciation of the limitations and nature of the data and for obtaining meaningful estimates and legitimate results.
- (v) The data received shall not be shared either wholly or partially with or without profit with any other data user or disseminator of data with or without commercial or any other purpose.
- (vi) I (the data user employee) shall always act within the limits prescribed, in order to maintain the data privacy standards established by the Department.
- (vii) I (the data user employee) shall not share any private login details, protective passwords and data keys with any of the person.
- (viii) I (the data user employee) shall always protect the interest and welfare of the Department of School Education and Literacy, Ministry of Education, Government of India for all intents and purposes.

Date:

Employee Details

Place:

Signature

Countersigned by:

Authorized Signatory

(An Officer not below the Rank of Director/ Head of Institution)

Signature

10.6 Annexure-F CERTIFICATE FROM PRIVATE INDIVIDUALS, RESEARCHERS, NGOS, COMPANIES, RESEARCH FOUNDATIONS, ETC. ON APPROPRIATE AND LEGAL USE OF ANONYMISED DATA

For the purpose of using the information uploaded on UDISE and other web platforms of the D/O School Education and Literacy (DoSEL) the user hereby undertake to comply with the following terms and conditions:

- (i) The data user undertakes to have read and understood the Data Sharing Policy and agrees to abide by all its existing content and intent, as amended from time to time.
- (ii) Data obtained herewith, will be solely used for the lawful purposes and the confidentiality and secrecy of the anonymised data will be maintained by the user.
- (iii) The data would be used after understanding the concepts, purpose and applicability of data along with a proper appreciation of the limitations and nature of the data and for obtaining meaningful estimates and legitimate results.
- (iv) The data obtained as above will not be passed on either wholly or partially with or without profit to any other data user or disseminator of data with or without commercial purpose.
- (v) The data user shall acknowledge the data source for all intents and purposes.
- (vi) The data user shall not undertake re-identification or processing of de-identified/ anonymised personal data.

Date:

Signature

Full Name:

Occupation:

Place:

11.References

- National Data Sharing & Accessibility Policy (NDSAP)
<https://data.gov.in/sites/default/files/NDSAP.pdf>
- DST Website https://dst.gov.in/sites/default/files/nsdi_gazette_0.pdf
- Unified District Information System for Education (UDISE plus) Website
<http://udiseplus.gov.in/>
- Ministry of Human Resource Development Website <https://mhrd.gov.in/>
- Ministry of Electronics and Information Technology Website
<https://www.meity.gov.in/acts-and-rules>



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