How to Create surveys, and ensure Data security?

August 14th, 2023 Fall FLEX

Infrastructure and Information Security
&

Institutional Research, Planning & Institutional Effectiveness (IRPIE)

Survey 101

Best Practices for Surveys/Forms

How to choose the right form tool?

- ♦ Purpose of the form / data collected
- **&** Content of the questions
 - ♦ Asking any personally identifying information (PII)? Or information related to

Warning

Using non-district-owned services to collect data that involves *personal identifying information* (PII) is a threat to cyber security.

Available Form Tools

- ♦ DRUPAL
- ♦ OU/OMNI CMS
- ♦ MICROSOFT FORMS
- ♦ SURVEY MONKEY
- ♦ GOOGLE FORMS

DRUPAL

- ♦ WHERE TO FIND IT?
- ♦ THUMBNAIL IMAGE?
- ♦ For complex forms
- ♦ District Sensitive Information, (e.g. can include SSN)
 - ♦ PII/PHI
- ♦ Allows attachments

OU/OMNI CMS CAMPUS

- ♦ WHERE TO FIND IT?
- ♦ THUMBNAIL IMAGE?
- ♦ For Simple forms
- Cannot attach files

♦ Direct to **Stephen Burns** if there is no content manager-someone who is familiar with OU Campus in your department

MICROSOFT FORMS

- ♦ WHERE TO FIND IT?
- ♦ THUMBNAIL IMAGE?
- for no PII/PHI...-low risk, should not include personally identifying information (i.e. SSNs, IDs, addresses) ---move away Google forms,
- Not accessible and may not be best for public use (don't post on website)
- ♦ Use for internal informal forms.
- Likert and radio button issue for 508 compliance has been fixed
- Allows for district control over the data in case there is a need to
- Can restrict specific fields like SSN

SURVEY MONKEY

- ♦ WHERE TO FIND IT?
- ♦ THUMBNAIL IMAGE?
- ♦ IR control analysis and reporting

GOOGLE FORMS

- ♦ WHERE TO FIND IT?
- ♦ THUMBNAIL IMAGE?
- ♦ For simple forms, preferred dates.
- ♦ Limited PII?



• Phone/Email or Zoom an IRPIE friend or IIS friend (Infrastructure and Information Security)

ADD CONTACT INFO













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