Australian Government

Department of Education, Employment and Workplace Relations

ICAS5202B Ensure privacy for users

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

ICAS5202B Ensure privacy for users

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to ensure that personal information of users is handled in a confidential manner. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Review privacy policy in relation to legislation	1.1. Investigate and become conversant with current *privacy legislation*
	1.2. Review organisational privacy policy and procedures
	1.3. Identify and document relevance of *privacy legislation* to organisational outcomes
2. Determine policy shortfalls	2.1. Compare organisation's policies and procedures with *privacy legislation*
	2.2. Identify discrepancies between *privacy legislation* and organisational practice
	2.3. Document discrepancies and submit to *appropriate person* for review
3. Update and review policies	3.1. Update policies and procedures to ensure they align with *privacy legislation*
	3.2. Distribute new policies and procedures to all personnel
	3.3. Coordinate training of all personnel in privacy policy and procedures
	3.4. Implement new work practices
	3.5. Review work practices to ensure correct application of privacy policies and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• Website analysis • Secure file transfer • Version back-up and storage • Secure database management • Office space management • Network management
Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

- Website architecture
- Information architecture
- Server operating systems
- Federal and State privacy legislation
- Server access security procedures
- Storage Media security systems
- Project management
- Stakeholder communication
- Legal requirements
- Australian Computer Society Code of Ethics

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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • Assessment must confirm the ability to implement and maintain the legal requirements of privacy legislation through the development of mechanisms and procedures and apply user privacy protection measures consistent with the law and the National Privacy Principles. To demonstrate competency in this unit the learner will require access to: • Website • Privacy legislation and guidelines • Organisational policies and procedures
Context of and specific resources for assessment	The inherent limitations of paper-based systems provide a degree of privacy protection. However with the migration of records and personal information to IT systems, there is now a far greater range of access and use of personal information. Additionally, the internet continues to make it easy to solicit and collect information whilst individual IT systems make it easy to manipulate and transfer that same information. This availability of information in digital form has resulted in a proliferation of uses of personal information, some of which have major implications for the privacy of individuals. As the wider community becomes more concerned with security issues, privacy and a person's right to privacy are increasingly important. In put from IT professionals is of fundamental importance to the design and management of privacy policies and procedures within organisations. The website of the privacy commissioner contains the most up-to-date information about privacy legislation and issues that affect all organisations.

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EVIDENCE GUIDE	
	The breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination would be characteristic. The demonstration of competency may also require self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others. Assessment must ensure: • Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may also be involved.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as

EVIDENCE GUIDE	
	questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. An individual demonstrating this competency would be able to: • Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas • Analyse and plan approaches to technical problems or management requirements • Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations • Evaluate information, using it to forecast for planning or research purposes • Take responsibility for own outputs in relation to broad quantity and quality parameters • Take some responsibility for the achievement of group outcomes • Maintain knowledge of industry products and services

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Privacy legislation may include:	• National Privacy Principles • National Information Privacy Principles

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RANGE STATEMENT	
	• Health Privacy Guidelines • Code Development Guidelines • Available at www.privacy.gov.au • The Federal Privacy Act • State Privacy Acts
Appropriate person may include:	• supervisor • teacher • authorised business representative • client

Unit Sector(s)

Unit sector	Support

Co-requisite units

Co-requisite units		

Competency field

Competency field	