



**Australian Government**

# **ICTDAT401 Evaluate organisational compliance with data ethics legislation**

**Release: 1**

# ICTDAT401 Evaluate organisational compliance with data ethics legislation

## Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

## Application

This unit describes the skills and knowledge required to evaluate and confirm that an organisation meets the legal obligations of data ethics legislation.

It applies to data analytics specialists who work in higher-level positions within in a broad range of industries and are responsible for ethical and legal aspects of data handling.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Unit Sector

Data analytics

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Confirm required data ethics legislation	1.1 Identify data ethics legislation according to industry legal requirements 1.2 Identify voluntary codes and industry standard best practices according to organisational requirements 1.3 Document all identified regulations that impact organisation's operations according to organisational policies and procedures
2. Review organisation's compliance to identified legislation	2.1 Review and determine organisational compliance with required data-related legislation, policies and procedures 2.2 Document compliance review findings of non-compliance according to organisational policies and procedures

	2.3 Develop and document non-compliance corrective action plan according to organisational policies and procedures
3. Finalise organisation's evaluation	3.1 Submit non-compliance corrective action plan to required personnel 3.2 Seek and respond to non-compliance corrective action plan 3.3 Communicate review schedule and legislative changes to required personnel 3.4 Present documented review findings to required personnel

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

SKILL	DESCRIPTION
Learning	<ul style="list-style-type: none"> <li>Modifies behaviour following exposure to new information</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Uses listening and questioning techniques to confirm task requirements and articulate complex concepts using relevant industry for intended audience</li> </ul>
Reading	<ul style="list-style-type: none"> <li>Interprets information from relevant sources to determine organisational impacts relating to data ethics legislation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Prepares documentation using industry-related terminology</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Takes responsibility for planning, sequencing stages in modifying standards relating to data ethics</li> <li>Prioritises tasks and own workload for required outcomes</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Implements standard procedures and makes decisions for routine tasks</li> <li>Uses formal decision-making processes for more complex and non-routine situations</li> </ul>

## Unit Mapping Information

No equivalent unit. New unit.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>