PSPSEC024 Handle sensitive information

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Modification History

Supersedes and is equivalent to PSPSEC009 Handle sensitive information.

Application

This unit describes the performance outcomes, skills and knowledge required to receive, deal with and maintain sensitive information.

This unit applies to those working in a security role. They work independently, as part of a team and with occasional supervisory responsibilities, performing complex tasks in a range of familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Security

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive sensitive information.	1.1. Receive and check sensitive information to ensure transmission protocols have been exercised.
	1.2. Take action if protocols have not been adhered to.
	1.3. Record sensitive information in accordance with organisational procedures.

2. Deal with sensitive information.	2.1. Review sensitive information to ensure classification meets the security policy for protection of information.
	2.2. Review aggregated sensitive information to ensure that it is classified.
	2.3. Check classification requirement to ensure it is warranted, and the level of protection is assigned in accordance with the consequences that might result from any compromise of the information's confidentiality, integrity and availability.
	2.4. Contact originators of information responsible for classifying the documents to discuss reclassification or declassification.
	2.5. Transmit sensitive information in accordance with organisational procedures.
	2.6. Obtain expert advice when required by the nature of the sensitive information.
3. Maintain sensitive information.	3.1. Secure and account for sensitive information.
	3.2. Dispose of sensitive information.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPSEC009 Handle sensitive information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623