



Australian Government

BSBXCS303 Securely manage personally identifiable information and workplace information

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package 6.0.

Application

This unit describes the skills and knowledge required to securely manage personally identifiable information (PII) and workplace information.

It applies to those working in a broad range of industries and job roles under some supervision and guidance who manage large amounts of PII and workplace information.

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

Unit Sector

Digital Competence – Cyber Security

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. Handle PII and workplace information responsibly	1.1 Review current standards, practices and procedures relating to workplace information 1.2 Identify sensitive data in own workplace environment according to organisational policies and procedures and within scope of own role 1.3 Classify workplace information types according to organisational procedures 1.4 Apply privacy policies to all data devices that require confidentiality
2. Store and share PII and workplace information securely	2.1 Organise obtained data sets in an easily retrievable format 2.2 Implement required access control protocols for identified

ELEMENT	PERFORMANCE CRITERIA
	sensitive data 2.3 Confirm that data is accurate, up-to-date, and comprehensive 2.4 Identify and report malfunctioning infrastructure and attacks on infrastructure that pose a threat to data integrity
3. Apply information protection protocols	3.1 Conduct back-up of on-site and off-site data according to organisational policies and procedures 3.2 Conduct privacy impact assessments on data 3.3 Confirm adherence to data protection compliance standards

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	Modifies behaviour following exposure to new information
Numeracy	Interprets mathematical data
Oral communication	Asks open and closed probing questions and actively listens to clarify consultations
Reading	Recognises and interprets information from relevant sources to determine organisational expectations and legal requirements
Planning and organising	Efficiently and logically sequence the stages of data management
Technology	Uses appropriate technology platforms to assist with data storage, data retrieval and data management

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>

Assessment Requirements for BSBXCS303 Securely manage personally identifiable information and workplace information

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use data protection techniques to manage workplace information for one work area over the life of a small project or work cycle.

In the course of the above, the candidate must store and share personally identifiable information (PII) in a secure manner.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative requirements relating to securely managing PII and workplace information, including:
 - data protection
 - implications of Notifiable Data Breach legislation on an organisation and other associated Australian privacy laws
 - established international legislation
- organisational policies and procedures relating to:
 - identifying sensitive data
 - securely storing, sharing and managing customer information
 - encryption, and protocols for its uses
 - data classification
 - media and document labelling
 - monitoring and reporting faults and malfunctions in IT infrastructure
- industry best practice and Australian government sources of information relating to access control, including:
 - password protection

- storage locations
- securely sharing
- data deletion
- risks and benefits of cloud storage
- risks of communicating sensitive information via non-secure means e.g. email and SMS
- framework for distributed storage
- technologies, techniques and protocols for storing and retrieving data
- data protection protocols and industry-standard compliance standards relating to:
 - back-up
 - data sharing
 - data storage
 - disposal of sensitive information
 - privacy impact assessments.

Assessment Conditions

Skills must be assessed in a workplace or simulated environment where conditions are typical of a work environment requiring cyber secure practices, processes and procedures.

Access is required to:

- information and data sources relating to cyber security
- device with active internet connection
- internet browser
- industry standards, organisational procedures, and legislative requirements required to demonstrate the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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