



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>