



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	• Modifies behaviour following exposure to new information
Oral communication	• Uses listening and questioning techniques to confirm task requirements and articulate complex concepts using relevant industry for intended audience
Reading	• Interprets information from relevant sources to determine organisational impacts relating to data ethics legislation
Writing	• Prepares documentation using industry-related terminology
Planning and organising	• Takes responsibility for planning, sequencing stages in modifying standards relating to data ethics • Prioritises tasks and own workload for required outcomes
Self-management	• Implements standard procedures and makes decisions for routine tasks • Uses formal decision-making processes for more complex and non-routine situations

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 ICTDAT401 Evaluate organisational compliance with data ethics legislation

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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:

- review and improve an organisation-wide review of data-related policies and procedures.

In the course of the above, the candidate must:

- confirm compliance with data ethics legislation
- communicate review schedule and legislative changes
- document review outcomes.

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 and standards relating to protecting data integrity, including data protection, privacy laws and regulations
- organisational policies, procedures and protocols relating to protecting data integrity including for:
 - data accuracy
 - verifying data security
 - data discrepancies between different sources
 - identifying data breaches
- ethical management and governance of data, including balancing data availability and data confidentiality
- compliance requirements and regulations relating to data loss and documentation procedures and corrective actions relating to non-compliance
- policy review procedures
- codes of practice relating to data management.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- information and data sources to inform data analysis
- information and telecommunications equipment required to analyse data
- industry standards, organisational procedures, and legislative requirements.

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

Links

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