Specification of Competency Standards
for the Information & Communications Technology Industry
Unit of Competency

1. Title	Set policy to control data security and privacy
2. Code	111206L6
3. Range	Establish policy to control data security and privacy of an organisation
4. Level	6
5. Credit	6 (for reference only)
6. Competency	Performance Requirements 6.1 Understand legal requirements on data security and privacy ● locate and make reference to sources of legislation applicable to local business entities (Remark) ● seek professional advices on issues relating to security and privacy 6.2 Observe standards, guidelines and procedures published by professional bodies ● comprehend the standards, guidelines and procedures published by professional bodies in the trade and extract the sections relevant to organisational operation as reference 6.3 Set corporate policy to control data security and privacy ● formulate control policies to cover stages from data capture and processing, information flow and distribution, storage and access to retirement ● formulate control policies to ensure that information is relevant, accurate and timely and its management is an integral part of strategic management ● formulate control policies to maintain confidentiality, integrity, and reliability throughout the stages to comply with administrative, audit and legal requirements 6.4 Keep the policy up to date ● perform regular review on the local and international policies to ensure it meets the changing operational environment ● cross check the policy with current best practice as published by professional bodies in the trade to make optimum use of the information resources 6.5 Set policy to control data security and privacy in a professional manner ● establish the required policies in accordance with organisation's guidelines as well as any (local and international) laws and regulatory requirements, if applicable
7.	The integrated outcome requirements of this UoC is the ability to produce a

Assessment Criteria	policy document addressing the control of data security and privacy.
8. Remark	Some reference sources of legislation applicable to business entities are: ● Bilingual Laws Information System http://www.legislation.gov.hk/eng/index.htm ● Personal Data (Privacy) Ordinance http://www.pcpd.org.hk/english/ordinance/ordfull.html ● General Data Protection Regulation (GDPR) https://gdpr.eu/ ● The Personal Information Protection Law of the Mainland https://www.pcpd.org.hk/english/data_privacy_law/mainland_law/mainland_law.html ● The PRC Data Security Law http://www.hk-lawyer.org/content/new-prc-data-security-law-and-its-potential-impact-overseas-data-transfers