

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Carry out data protection, control and compliance on the release of personal data
Code	107043L3
Range	Providing assistance in controlling the contents and use of personal data to meet legal requirements, professional code of conduct and best practices in relation to data protection. This applies to the data protection process for advocating, upholding and defending privacy rights of individuals (e.g. employees, job applicants) in relation to the processing of their personal data in the organisation.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand ordinances and statutory regulations related to data protection and release of personal data in respective operating markets and jurisdictions • Understand data protection principles and established policies and guidelines on data protection in compliance with Personal Data (Privacy) Ordinance <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Carry out the organisation's policies and guidelines on data protection • Communicate with employees and job applicants about clear contact information for data access and personal information updates • Search information of changes in legal requirements, professional code of conduct and best practices in relation to data protection <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Clearly communicate with all employees about the organisation's policies and guidelines on data protection and release of personal data
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Implementation of the organisation's policies and guidelines on data protection. • Provision of clear contact information for data access and personal information updates to all levels of employees and job applicants.
Remark	