Specification of Competency Standards for ICT Operation and Support
Unit of Competency

Functional Area: Core Skills

Title	Understand the principle of data protection
Code	107864L1
Range	This unit of competency applies to all IT practitioners being responsible for, handling or working with personal data. In the age of big data and Internet of thing (IoT) personal information are everywhere and potentially be misused; All practitioners should understand and comply with the data protection principles, as do the organisation they work for, when collecting, holding, processing or using personal data in Hong Kong.
Level	1
Credit	1

Competency	Performance Requirements
	1. Knowledge for understanding the principle of data protection:
	• Possess good literacy skills that can read various product technical manuals, work instructions, work procedures, organisational guidelines and procedure, etc.
	• Possess basic knowledge of data security
	• Possess basic knowledge of Occupational Safety procedures
	2. Understand the principle of data protection
	• Understand why there is a need for data protection, such as privacy requirements applicable to data of their customers, employees and suppliers
	• Understand Hong Kong Personal Data (Privacy) Ordinance. In particular when collecting, holding, processing and using personal data, businesses should comply with the data protection principles set out in the Ordinance relating to:
	    • the purpose and manner of collection of personal data
	    • the accuracy and retention of personal data
	    • the use of personal data
	    • the security of personal data
	    • information that should be made generally available
	    • access to personal data
	• Understand and comply with the organisation's data protection policies
	• Understand security protection requirements when handling personal data and apply suitable data security techniques with industry best practices for optimal protection that comply with the organisation and regulatory requirements
	3. Exhibit professionalism
	• Committed to take all practicable steps to ensure that personal data is protected from unauthorised or accidental access, processing, erasure, loss or use
	• Participate to improve the organisation's data protection procedures

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Understand why data protection is important and the need for data protection policies in an organisation • Understand the principles of data protection
Remark	