

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

Functional Area - Strategic Management

Title	Set policy to control data security and privacy
Code	111206L6
Range	Establish policy to control data security and privacy of an organisation
Level	6
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Understand legal requirements on data security and privacy <ul style="list-style-type: none"> <li>• locate and make reference to sources of legislation applicable to local business entities (Remark)</li> <li>• seek professional advices on issues relating to security and privacy</li> </ul> </li> <li>2. Observe standards, guidelines and procedures published by professional bodies <ul style="list-style-type: none"> <li>• comprehend the standards, guidelines and procedures published by professional bodies in the trade</li> <li>• extract the sections relevant to organisational operation as reference</li> </ul> </li> <li>3. Set corporate policy to control data security and privacy <ul style="list-style-type: none"> <li>• formulate control policies to cover stages from data capture and processing, information flow and distribution, storage and access to retirement</li> <li>• formulate control policies to ensure that information is relevant, accurate and timely and its management an integral part of strategic management</li> <li>• formulate control policies to maintain confidentiality, integrity, and reliability throughout the stages</li> <li>• comply with administrative, audit and legal requirements</li> </ul> </li> <li>4. Keep the policy up to date <ul style="list-style-type: none"> <li>• perform regular review on the local and international policies to ensure it meets the changing operating environment</li> <li>• cross check the policy with current best practice as published by professional bodies in the trade</li> <li>• optimum use of the information resources</li> </ul> </li> <li>5. Set policy to control data security and privacy in a professional manner <ul style="list-style-type: none"> <li>• establish the required policies in accordance with organisation's guidelines as well as any (local and international) laws and regulatory requirements, if applicable</li> </ul> </li> </ol>
Assessment Criteria	The integrated outcome requirements of this UoC is the ability to produce a policy document addressing control of data security and privacy.
Remark	<p>Some reference sources of legislation applicable to business entities are:</p> <ul style="list-style-type: none"> <li>• Bilingual Laws Information System  <a href="http://www.legislation.gov.hk/eng/index.htm">http://www.legislation.gov.hk/eng/index.htm</a> <ul style="list-style-type: none"> <li>○ Personal Data (Privacy) Ordinance  <a href="http://www.pcpd.org.hk/english/ordinance/ordfull.html">http://www.pcpd.org.hk/english/ordinance/ordfull.html</a> <ul style="list-style-type: none"> <li>▪ General Data Protection Regulation (GDPR)  <a href="https://gdpr.eu/">https://gdpr.eu/</a> <ul style="list-style-type: none"> <li>▪ The Personal Information Protection Law of the Mainland  <a href="https://www.pcpd.org.hk/english/data_privacy_law/mainland_law/mainland">https://www.pcpd.org.hk/english/data_privacy_law/mainland_law/mainland</a> <ul style="list-style-type: none"> <li>▪ The PRC Data Security Law</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>

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	<a href="http://www.hk-lawyer.org/content/new-prc-data-security-law-and-its-potential-impact-overseas-data-transfers">http://www.hk-lawyer.org/content/new-prc-data-security-law-and-its-potential-impact-overseas-data-transfers</a>
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