Functional Area - Strategic Management

Title	Establish and implement information management and control policy
Code	111216L6
Range	Establish and implement policy to manage and control information security and privacy of an organisation. This UoC concerns competencies for collecting, collating, assessing, distributing and disseminating information within the organisation.
Level	6
Credit	3 （For Reference Only）

Competency	Performance Requirements
	1. Possess knowledge in the subject area
	
	• Understand the organisation obligations in data security to its related parties, such as employees, customers, partners, government etc.
	• Aware of the vulnerability of the information storage systems and the storage media used by the organisation
	• Aware of the latest development of the information management and security field
	• Understand which information needs to be protected
	• Aware and know the laws associated with information management and control
	
	2. Establish information management and control policy
	
	• Understand the needs of the organisation in using and sharing information
	• Be able to comprehend the standards, guidelines and procedures published by professional bodies in the trade and extract the sections relevant to organisational operation as references
	• Identify the storage systems and the storage media used by the organisation and their associated vulnerability
	• Formulate information management and control policy
	• Specified the handling of raw data and information
	• Define ways to discard information safely
	• Identify systems that is required to be implemented and adopted for the policy
	• Ensure the policy could maintain confidentiality, integrity, and reliability throughout the stages to comply with administrative, audit and legal requirements
	• Develop methods and procedures in auditing the handling of information in the organisation
	• Ensure the policy are reviewed periodically
	• Establish systems to record any mishandling of information incident
	
	3. Implement information management and control policy
	
	• Purchase and implement the required system for information management and control policy adaptation
	• Provide workshop to staff such that they understand:
	    ○ the importance and needs of the information management and control policy
	    ○ the procedure of how to handle information
	    ○ the consequences of mishandling of information
	• Conduct periodic audits to ensure the policy is followed
	• Ensure all findings and incidents are recorded
	
	4. Exhibit professionalism

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	• Be able to establish the required policy in accordance with the organisation's guidelines as well as any (local and international) laws and regulatory requirements, if applicable
Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to： • Establish and implement information management and control policy that is in accordance with the organisation's guidelines as well as any (local and international) laws and regulatory requirements • Ensure associated parties understand the importance and the need of information management and control policy and the potential consequences of mishandling of information
Remark	