

**Specification of Competency Standards**  
**for the Retail Industry**  
**Unit of Competency**

Functional Area - Website Content Planning and Maintenance

Title	Maintain the security of the website user information
Code	107116L4
Description	As the role of system administrator, manage the website registered users and eliminate the threat of unfavorable factors to user information to maintain the website normal operation.
Level	4
Credit	6 ( For Reference Only )
Competency	<p>Performance Requirements</p> <p>1. Master the basic method of website management user information</p> <ul style="list-style-type: none"> <li>• As the role of webmaster, perform basic operations of user management including: user addition, user deletion, role assignment, password initialization</li> <li>• As the role of webmaster, perform basic operations of role management including: role addition, role deletion, module assignment</li> <li>• As the role of webmaster, perform basic operations of module management including module addition, module deletion</li> </ul> <p>2. Master the methods of user information security maintenance</p> <ul style="list-style-type: none"> <li>• Identify the source of network security threat</li> <li>• Conduct website security test to ensure the safety of user information</li> <li>• Implement security measures to ensure the safety of user information including: <ul style="list-style-type: none"> <li>○ user authentication technology</li> <li>○ conduct user information backup</li> <li>○ conduct encryption for user information document</li> </ul> </li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• In managing the website user information, strictly comply with the Personal Data (Privacy) Ordinance to ensure no violation to the relevant regulations.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> <li>• master the basic operation of user information management</li> <li>• apply appropriate user information security maintenance solutions and identify sources of security threats to secure user information</li> </ul>
Remark	