

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

Functional Area - Transaction Security Technology

Title	Master privacy and management techniques
Code	107237L4
Description	IN the computer network system operation, understand the purpose of collecting personal data and the impact of disclosing personal data. Avoid excessive collection of information and properly apply privacy and management techniques to comply with the Personal Data (Privacy) Ordinance.
Level	4
Credit	6 ( For Reference Only )
Competency	<p>Performance Requirements</p> <p>1. Understand the basic concepts of privacy</p> <ul style="list-style-type: none"> <li>• The principles of personal data protection <ul style="list-style-type: none"> <li>○ Understand the purpose of collecting personal data</li> <li>○ Understand the impact of disclosure of personal information</li> <li>○ Recognize the impact of over-collection of information</li> <li>○ Master the personal data (privacy) regulations</li> </ul> </li> <li>• Review the potential risks and safety considerations for different platforms <ul style="list-style-type: none"> <li>○ Secure use of the Internet: PC / public computer / wireless network</li> <li>○ Secure use of smartphones: application security / repair, sales and disposal</li> <li>○ Secure use of social networks</li> </ul> </li> </ul> <p>2. Implement privacy protection</p> <ul style="list-style-type: none"> <li>• Select and apply Internet security and management techniques, including: <ul style="list-style-type: none"> <li>○ Anti-virus software</li> <li>○ Automatically enter data function</li> <li>○ Secure Sockets Layer (SSL)</li> <li>○ Encryption technology</li> </ul> </li> <li>• Select and apply smartphone applications support and management techniques, including: <ul style="list-style-type: none"> <li>○ Anti-virus software and anti-theft software</li> <li>○ Protect smartphone data</li> <li>○ Geographical markings</li> <li>○ QR code</li> </ul> </li> <li>• Select and apply social networking assurance and management techniques, including: <ul style="list-style-type: none"> <li>○ Select the right type of social network</li> <li>○ Manage and set up account privacy protection</li> </ul> </li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure the customer's personal information will not be used for other purposes.</li> <li>• Ensure that the relevant privacy and management techniques are in compliance with the requirements of the law.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> <li>• Understand the impact of personal data and privacy protection</li> <li>• Review the different types of computer and smart phone privacy risks</li> <li>• Select and apply appropriate personal data technology based on the nature of the different platforms</li> </ul>

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Remark	
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