

Specification of Competency Standards
for the Travel Industry
Unit of Competency

Functional Area - Information technology application and support

Title	Master personal privacy protection and management techniques
Code	110747L4
Range	This unit of competency involves IT skills and the ability to understand legal provisions. Practitioners should be able to assess whether the security and potential risks of the personal data protection of the company's operating systems are in accordance with the provisions of the "Personal Data (Privacy) Ordinance", so as to ensure that the company can effectively protect the personal privacy of its customers.
Level	4
Credit	5 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the basic concepts of personal data protection <ul style="list-style-type: none"> • Master the principles and focuses of the "Personal Data (Privacy) Ordinance" • Understand the personal privacy laws and requirements of other countries and partners • Understand the purpose for which personal data are collected • Understand the requirements for the use and disclosure of personal data • Avoid excessive collection of personal data • Identify the security and potential risks of personal data protection on various platforms • Understand the data security requirements of websites and mobile applications • Understand the disposal arrangements for computer equipment 2. Implement personal privacy protection management <ul style="list-style-type: none"> • Select and implement appropriate network and Internet security authentication technologies, including: <ul style="list-style-type: none"> ○ Network identification ○ E-commerce certification ○ Online payment ○ Customer database security technology • Select and implement appropriate Internet security and management technologies, including: <ul style="list-style-type: none"> ○ Anti-virus software ○ Automated data entry function ○ Transport layer security protocol ○ Encryption technology • Select and implement protection and management technologies for mobile applications, including: <ul style="list-style-type: none"> ○ Anti-virus software, anti-theft software ○ Secure passwords ○ Geotagging ○ QR codes • Select and implement protection and management technologies for social networks, including: <ul style="list-style-type: none"> ○ Choosing the right social network ○ Managing and setting up account privacy and protection features 3. Demonstrate professional skills and attitude <ul style="list-style-type: none"> • Regularly review the use of customers' personal data to ensure that they are not used for any purposes without their consent

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	<ul style="list-style-type: none">• Ensure that the company's personal privacy protection and management techniques comply with legal requirements
Assessment Criteria	<p>The integrated outcome requirement(s) of this unit of competency is/are:</p> <ul style="list-style-type: none">• Assess whether the security and potential risks of the personal data protection of the company's operating systems are in accordance with the provisions of the "Personal Data (Privacy) Ordinance", so as to ensure that the company can effectively protect the personal privacy of its customers; and• Regularly review the use of customers' personal data to ensure that they are not used for any purposes without consent
Remark	