

Aces Centre **ICAS5202B**
Ensure privacy for users

- Elements
 - Review privacy policy in relation to legislation
 - Determine policy shortfalls
 - Update and review policies

Aces Centre **Element 1: Review privacy policy in relation to legislation**

- Performance Criteria
 - Investigate and become conversant with current *privacy legislation*
 - Review organisational privacy policy and procedures
 - Identify and document relevance of *privacy legislation* to organisational outcomes

Aces Centre **Element 2: Determine policy shortfalls**

- Performance Criteria
 - Compare organisation's policies and procedures with *privacy legislation*
 - Identify discrepancies between *privacy legislation* and organisational practice
 - Document discrepancies and submit to *appropriate person* for review

Aces Centre **Element 3: Update and review policies**

- Performance Criteria
 - Update policies and procedures to ensure they align with *privacy legislation*
 - Distribute new policies and procedures to all personnel
 - Coordinate training of all personnel in privacy policy and procedures
 - Implement new work practices
 - Review work practices to ensure correct application of privacy policies and procedures

Aces Centre **Ensure privacy for users**

- Knowledge
 - Website architecture
 - Information architecture
 - Server operating systems
 - Federal and State privacy legislation
 - Server access security procedures
 - Storage Media security systems
 - Project management

Aces Centre **Ensure privacy for users**

- Knowledge
 - Stakeholder communication
 - Legal requirements
 - Australian Computer Society Code of Ethics

● Skills

- Website analysis
- Secure file transfer
- Version back-up and storage
- Secure database management
- Office space management
- Network management