

SFJPA4.1

Maintain the security of data through your own actions



Overview

This standard is about taking personal responsibility for protecting information in your area of responsibility. It includes protecting sensitive information both within the workplace, and if required, outside the workplace.

This standard applies to anyone whose responsibilities include accessing, using, sharing or transferring sensitive information.

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Performance criteria

You must be able to:

- P1 ensure that areas where information is used or stored are only accessed by authorised personnel
- P2 ensure sensitive information is only seen or heard by authorised personnel
- P3 keep documents, computers or electronic equipment containing sensitive information secure
- P4 ensure information is not changed in any unauthorised way
- P5 assess any legal requirements, and the benefits and risks to all relevant parties before sharing information with others
- P6 share relevant information only with those who need to use the information
- P7 check that you have the authority to release any information to others and that when required, it is sent securely
- P8 carry sensitive information outside the workplace only when really necessary and it can be adequately protected
- P9 retain information only as long as it is required, in accordance with organisational policy
- P10 ensure that information is destroyed properly when it is no longer required
- P11 seek guidance about maintaining the security of data when required

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Knowledge and understanding

You need to know and understand:

- K1 legal and organisational requirements relating to maintaining the security of data, including current and relevant legislation setting out how sensitive information should be handled, shared and transmitted, and their impact for your area of operations
- K2 your organisation's policies and guidelines for the retention, protection and disposal of information
- K3 the different forms in which information can exist
- K4 the value and sensitivity of the information with which you work
- K5 why protecting information is important to you, your organisation and others outside your organisation
- K6 the potential implications of an information security incident to you, your organisation and others outside your organisation
- K7 the purpose of a protective marking system and how it indicates the value and sensitivity of information
- K8 why documents containing sensitive information should never be left lying around
- K9 how to protect information held on a computer, including the use of passwords
- K10 how to keep passwords secure and what action to take if you suspect someone has found out your password
- K11 when permission is needed before information sharing can take place
- K12 methods of sending information securely according to the value and sensitivity of information and the level of protection it needs
- K13 how and when to edit documents or records to remove sensitive information before sharing it with others
- K14 why sensitive information must not be emailed to, or stored on a home PC
- K15 the circumstances when you may be allowed to take sensitive information outside the workplace
- K16 how to minimise the risks of carrying sensitive information outside the workplace
- K17 how to obtain guidance about maintaining the security of data
- K18 how to properly dispose of paper documents
- K19 your organisation's procedures to arrange for computer media (eg CDs, DVDs, USB memory sticks and floppy discs) to be made unreadable, prior to being disposed of properly
- K20 your organisation's procedures to arrange for all information to be removed properly from computers, hard drives and other ICT equipment before disposal

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Additional Information

Behaviours

1. You take personal responsibility for maintaining the security of data at all times
2. You remain alert to the possible consequences of carrying sensitive information and never take unnecessary risks
3. You keep documents, computer media or electronic equipment with you at all times if they need to be taken outside the workplace

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Developed by	Skills for Justice
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Version number	1
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Date approved	July 2010
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Indicative review date	July 2013
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Validity	Current
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Status	Tailored
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Originating organisation	Government Skills
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Original URN	P A4.1
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Relevant occupations	Public Services; Public Service Professionals; Government and Related Organisations
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Suite	NOS for Operational Delivery Processing roles
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Key words	Operational Delivery, Processing, Information, data, sensitive, security, protecting
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