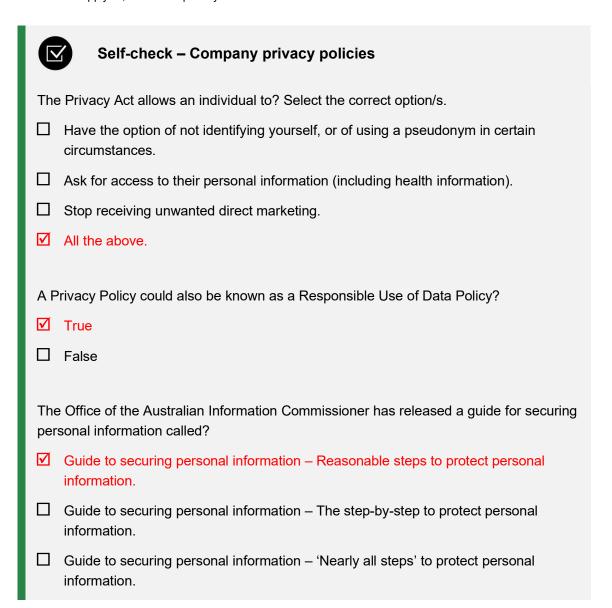
Self-check answers

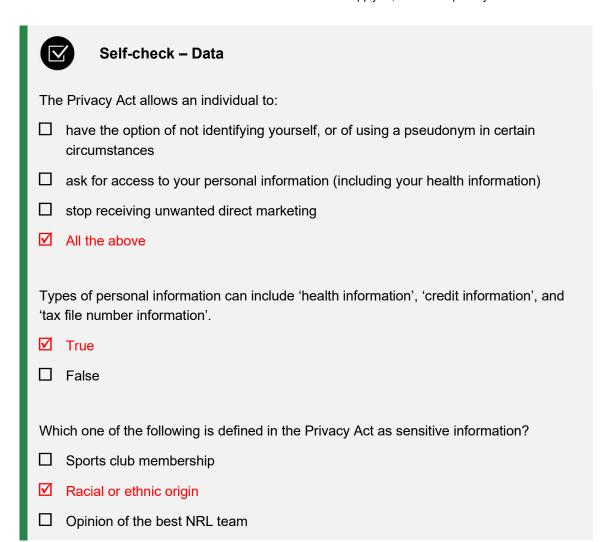
Self-check – Policies and procedures
Identify two benefits of having workplace policies.
☑ Clarify functions and responsibilities
☐ Identifies correct wage levels
☑ Fosters stability
☐ Discount codes for online purchases
In business, the word alignment is used to describe the process of developing systems to support needs of the company. ✓ True ☐ False
SOP is an acronym for?
☐ Systems Officer Programming
☑ Standard Operating Procedures
☐ Simply Off Putting
☐ Standard Offset Policy

Self-check – Legislation standards and policies
In which year was the Privacy Act enacted?
□ 1984
☑ 1988
□ 1996
The Queensland Information Privacy Act 2009 covers all businesses in Queensland.
☐ True
☑ False
Which ISO 27001 standard includes the appraisal and management of information security risks?
☑ ISO/IEC 27001:2013
☐ ISO/IEC 27001:2015
☐ ISO/IEC 27002:2013



Self-check - Copyright
In Australia, the Copyright Act 1968 is the law that governs copyright.
☑ True
☐ False
The Copyright Act does allow you to use material without permission if you cannot contact the copyright owner. True
☑ False
Of the two (2) statements below, which one is correct?
✓ Unless the source states that the owner of the text or media file gives you permission to use the resource, either by a statement on the web site or verification by email, then no permission is granted until a yes is confirmed.
After exhausting all avenues to identify and obtain permission from the copyright owner without success, you can contact and fill out the appropriate form to use the resource.
Before using copyrighted resources, you will need to obtain copyright clearance for their intended use.
☑ True
☐ False

Self-check – Intellectual property
Domain names for websites are classed as intellectual property.
☐ True
☑ False
All concepts and processes have design rights protection.
☐ True
☑ False
A standard patent lasts for up to how many years?
□ 15
□ 30
☑ 20
□ 50



Self-check – Sending and receiving sensitive data
Under APP 11.2, APP entities must also take reasonable steps to destroy or de-identify the personal information they hold once it is no longer needed.
☑ True
☐ False
Under APP 3, you should only collect personal information that is reasonably necessary to carry out your functions or activities. ✓ True ☐ False
Which one of the following is true in regard to emailing sensitive information?
☐ Use non-encryption messaging for speed and accuracy.
Obtain a recipient's consent to send their own personal information to them via email.

Send the email addressed to the recipient and resend the unencrypted email if

unsuccessful.

Self-check – File location
Three (3) options for file storage are onsite storage, cloud storage, or a mixture of both.
☑ True
☐ False
Which of the following is not a file storage area?
□ HDD
□ NAS
✓ NVMe
☐ Cloud
Which one of the following is not a cloud service?
☐ Amazon Web Service
☑ Cumulus cloud
☐ Azure Cloud

Self-check – Data integrity and authorised access
Which of the following is not a hashing algorithm?
☐ HMAC
□ MD5
☑ PC-7
□ SHA
If a laptop is stolen, or maybe lost, and the files or hard drive are not encrypted, anyone can access any sensitive information.
☑ True
☐ False
Two-factor authentication (2FA) is where you will logon to a system, or gain access to an application, using two forms of verification. The first factor is something you know, such as your password and the other is something you have, which is?
☐ An asset such as a car or house.
☑ A device such as a mobile phone.
☐ Knowledge, such as training or experience.

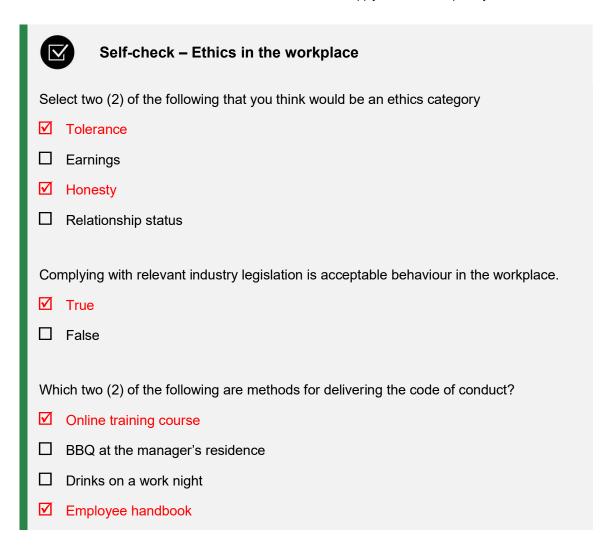
Self-check – Destroying data
Which of the following two (2) devices must be physically destroyed if they hold sensitive data?
☑ HDD
□ SATA cable
☑ DVD
☐ Projector
All Queensland Government agencies must obtain authorisation from the State Archivist when destroying data.
☑ True
☐ False
The 'reasonable steps' an organisation should take to destroy sensitive data depend upon circumstances that include? Select the correct option.

☑ The amount and sensitivity of the personal information

The time available to destroy the sensitive data

Authorisation from shareholders

Self-check – Privacy impact assessment
PIA stands for Privacy Intervention Assessment.
☐ True
☑ False
Which of these is not a reason to do a PIA? Select the correct option.
☐ Support good governance and informed decision-making.
\square Identify problems early when it is easier and cheaper to address them.
☐ Address community concerns and build trust in the agency's information handling practices.
☑ Because it is mandatory.
How many steps are in a PIA normally?
□ 7
□ 8
□ 12
☑ 9



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