

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 – Company privacy policies

The Privacy Act allows an individual to? Select the correct option/s.

- ☐ Have the option of not identifying yourself, or of using a pseudonym in certain circumstances.
- ☐ Ask for access to their personal information (including health information).
- ☐ Stop receiving unwanted direct marketing.
- ☒ All the above.

A Privacy Policy could also be known as a Responsible Use of Data Policy?

- ☒ True
- ☐ False

The Office of the Australian Information Commissioner has released a guide for securing personal information called?

- ☒ Guide to securing personal information – Reasonable steps to protect personal information.
- ☐ Guide to securing personal information – The step-by-step to protect personal information.
- ☐ Guide to securing personal information – ‘Nearly all steps’ to protect personal information.



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 – Data

The Privacy Act allows an individual to:

- ☐ have the option of not identifying yourself, or of using a pseudonym in certain circumstances
- ☐ ask for access to your personal information (including your health information)
- ☐ stop receiving unwanted direct marketing
- ☒ All the above

Types of personal information can include 'health information', 'credit information', and 'tax file number information'.

- ☒ True
- ☐ False

Which one of the following is defined in the Privacy Act as sensitive information?

- ☐ Sports club membership
- ☒ Racial or ethnic origin
- ☐ Opinion of the best NRL team



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.

☐ 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



Self-check – Ethics in the workplace

Select two (2) of the following that you think would be an ethics category

- ☒ Tolerance
- ☐ Earnings
- ☒ Honesty
- ☐ Relationship status

Complying with relevant industry legislation is acceptable behaviour in the workplace.

- ☒ True
- ☐ False

Which two (2) of the following are methods for delivering the code of conduct?

- ☒ Online training course
- ☐ BBQ at the manager's residence
- ☐ Drinks on a work night
- ☒ Employee handbook

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