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| --- | --- | --- | --- | --- | --- |
| Student Name | |  | Student Number |  | |
| Unit Code/s & Name/s | | ICTICT532 Apply IP, ethics, and privacy in ICT environments | | | |
| Cluster Name  *If applicable* | | N/A | | | |
| Assessment Type | | Case Study  Assignment  Project  Other *(specify)* | | | |
| Assessment Name | | Developing Policies | Assessment Task No. | | 1 of 2 |
| Assessment Due Date | |  | Date Submitted |  | |
| Assessor Name | |  | | | |
| **Student Declaration:** I declare that this assessment is my own work. Any ideas and comments made by other people have been acknowledged as references. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action as outlined in the TAFE Queensland Student Rules. I understand that by emailing or submitting this assessment electronically, I agree to this Declaration in lieu of a written signature. | | | | | |
| Student Signature |  | | Date |  | |
| **PRIVACY DISCLAIMER:** TAFE Queensland is collecting your personal information for assessment purposes. The information will only be accessed by authorised employees of TAFE Queensland. Some of this information may be given to the Australian Skills Quality Authority (ASQA) or its successor and/or TAFE Queensland for audit and/or reporting purposes. Your information will not be given to any other person or agency unless you have given us written permission or we are required by law. | | | | | |

## Assessment Task 1

**Case Study**

A client has requested assistance with their policy and procedure documents. The original **Latency Matrix Managers, (LMM)** Code of Conduct document was created a few years ago and has had updates applied to it over the course of years. The client now requires this document to be made into three (3) separate documents, being:

1. Privacy
2. Copyright and Intellectual Property
3. Ethics

The creation of three (3) policy documents that will ensure staff:

Handle personal information in a confidential and professional manner.

Understand the copyright and IP requirements in the workplace.

Maintain professional and ethical conduct in the workplace.

Part 1 of the client’s requirement is to research and review current legislation in Australia and relevant Australian IT professional organisations. You are to apply the knowledge you have gained to:

1. Identify any flaws or issues in the current Code of Conduct
2. Analyse two (2) employee scenarios for possible issues
3. Outline adjustments to the Code of Conduct to avoid these issues occurring again
4. Deconstruct the current Code of Conduct document into three (3) separate policies with adjustments and updates applied.

Part 2 of the client’s requirement is to develop a procedural document for:

1. distributing policies and procedures
2. How to implement the procedures
3. How to test the level of data privacy

**Your Role**

Senior IT Professional

**Your Organisation**

Latency Matrix Managers, (LMM)

Unit 3, 13 Upmost Street

Shelley Shores QLD 4651

Phone: 07 4123 8910

Facsimile: 07 4123 6789

Email: support@uptownit.com.au

**The Client**

LMM Office Support

Shop 4, 24 Fortune Street

Newtown, QLD, 4688

Contact: Jenny Howe (Office manager)

The organisation supplies the local industries with design and support services in word processing, spread sheet, bookkeeping, desktop publishing, basic IT training, and web design work. Some of the main industries that they service are medical practices, and local jewellery and fashion houses.

## PART 2

**Distributing, implementing and testing policies**

For this part of the assessment, you are to develop a procedural document for the LMM Office Support manager. The procedural document **“must”** include the processes and requirements for each of the following 4 points;

1. **Distribution -** How, when, where, and why are the new policy and procedure documents distributed to all staff and stakeholders
2. **Implementation -** How, when, where, and why are the new policy and procedure documents going to be implemented.
3. **Testing -** How to test the level of confidentiality, security, and integrity of the information within the organisation according to industry standards and the organisation’s own policies and procedures. You will need to refer to the leaner guide, “Undertaking a Privacy Impact Assessment, (PIA)” You **“must”** give a general over-view of the PIA and explain each of the 9 points detailed.
4. **Sign-off -** Obtain final sign-off by the office manager for all documentation. You **“must”** detail the information required on a final sign-off.

**“LMM Document Process and Practise”**

*Complete document here*

Save this document as “**ICTICT532\_AT1\_Part2\_yourName.docx**”.