**3.2 I can assess what permissions are needed for different users and content**

Depending on what access is required for someone to competently perform their job duties, or to collaborate, will depend on what permissions they need. There are a variety of permission levels which can be given to an individual or group to allow them to access and make changes to content.

If someone is doing the more basic tasks or only needs to read a file then they may only be given Read Only permission. Alternatively, an IT webmaster/ administrator will need permission to read/ write/ delete various parts of a file, and so may have full permission to do so.

Between read-only and full permission are several other layers of permission such as being able to read and write but not delete, as well as the additional permission to delete where appropriate.

Different types of content will require varying levels of permission depending on what it is or if changes need to be made to it. Statistics on staff performance/ competency, for example, may need a higher permission level to view but need access rights. Conversely, a document containing passwords for systems might be given read-only status to many people and perhaps have one or two people with write and delete access.