# Assignment

# Name:

## 1. Instructions and guidelines (Read carefully)

### Instructions

1. Insert your name and surname in the space provided above, as well as in the **file name.** Save the file as: **First name Surname Activity Submission** – **e.g., Lilly Smith Activity Submission. NB:** *Please ensure that you use the name that appears in your participant profile on the Online Campus.*

2. Write all your answers in this document. There is an instruction that says, "Start writing here" under each question. Please type your answer there.

3. Submit your assignment in **Microsoft Word only**. No other file types will be accepted.

4. Do **not delete the plagiarism declaration** or the **assignment instructions and guidelines**. They must remain in your assignment when you submit.

**PLEASE NOTE: Plagiarism cases will be investigated in line with the Terms and Conditions for Participants.**

**IMPORTANT NOTICE:** Please ensure that you have checked your program calendar for the due date for this assignment.

### Guidelines

1. There are 6 pages and 3 questions in this assignment.

2. Make sure that you have carefully read and fully understood the questions before answering them. Answer the questions fully but concisely and as directly as possible. Follow all specific instructions for individual questions (e g. "list," or "in point form").

3. Answer all questions in your own words. Do not copy any text from the notes, readings or other sources. **The assignment must be your own work only.**

## 2. Mark allocation

Each question receives a mark allocation. However, you will only receive a final percentage and will not be given individual marks for each question. The mark allocation is there to show you the weighting and length of each question. Use the grading rubric to see how the marks will be allocated.

| | |
|---|---|
| Question 1 | 10 |
| Question 2 | 20 |
| Question 3 | 10 |
| Overall clarity and organization of writing | 10 |
| **Total** | **50** |

## 3. Questions

**Note:**

We highly recommend that you avoid disclosing any confidential information in your assignments. Although you are encouraged to draw on real-world experience during the program, we urge you to use pseudonyms wherever possible. You are entirely responsible for ensuring that you do not disclose any information that is protected by confidentiality undertakings – we will ensure that all information is treated in accordance with our privacy policy.

Please read the Honor Code in the Orientation Module for more guidance.

## Question 1

Describe a negative experience shared by you or one of your peers in your small group discussion forum. For example, an experience related to a breach of data privacy, or discrimination due to data bias. In your answer, also outline the potential ethical and societal implications for all affected parties, and refer specifically to the relationship between data, privacy, and bias. (Max. 200 words.)

Start writing here:

# Question 2

Using the example described in Question 1, consider whether the incident could have been prevented or better managed. In your answer, outline actions for all of the affected parties. (Max. 300 words.)

Start writing here:

# Question 3

Outline at least one standard procedure in place in your business to protect data collected and analyzed, and reflect on the possible limitations and gaps in these. (Note: This need not be a certified process that meets national or international standards, simply a procedure considered reasonable for the protection of data.) (Max. 200 words.)

Start writing here:

## 4. Rubric

Your Module 1 assignment will be reviewed according to the following rubric.

| | Very poor | Poor | Satisfactory | Very good | Exceptional |
|---|---|---|---|---|---|
| **Question 1**<br><br>*Submission contains a suitable example, such as a breach of data privacy. Submission indicates the ethical and societal implications for affected parties.* | No submission.<br><br>OR<br><br>The submission contains an unsuitable example. (0) | Submission contains a suitable example, but no attempt is made to explain the ethical and societal implications for at least one affected party. (5.5) | Submission contains a suitable example and demonstrates a basic understanding of the ethical and societal implications for at least one party. (7) | Submission contains a suitable example and clearly explains the ethical and societal implication for at least one affected party. (8.5) | Submission contains a suitable example and clearly explains the ethical and societal implications for more than one affected party. It also contains a specific reference to the relationship between data, privacy, and bias. (10) |
| **Question 2**<br><br>*Submission contains relevant preventative or management measures for all of the affected parties, based on the example in Question 1.* | No submission.<br><br>OR<br><br>The submission does not answer any part of the question. (0) | Submission explains relevant preventative or management measures, but the answer is not closely related to the example in Question 1. (11) | Submission explains relevant preventative or management measures, based on the example in Question 1. (14) | Submission explains relevant preventative or management measures, based on the example in Question 1. It also includes an ethical motivation for these interventions from the viewpoint of one of the affected parties. (17) | Submission explains relevant preventative or management measures, based on the example in Question 1. It also includes an ethical motivation for these interventions from the viewpoint of more than one of the affected parties. (20) |

| | **Very poor** | **Poor** | **Satisfactory** | **Very good** | **Exceptional** |
|---|---|---|---|---|---|
| **Question 3**<br><br>*Submission must contain at least one example of a suitable procedure used to protect data.*<br><br>*Note: This need not be certified to national or international standards, simply a procedure considered reasonable for the protection of data.* | No submission.<br><br>OR<br><br>The submission contains unsuitable examples.<br>(0) | Submission contains a suitable example, but no attempt is made to explain its link to data protection.<br>(5.5) | Submission contains a suitable example and demonstrates a basic understanding of how it contributes to data protection. (7) | Submission contains a suitable example and clearly explains its link to data protection.<br>(8.5) | Submission contains a suitable example, and clearly explains its link to data protection. It also reflects possible limitations and gaps in the procedure.<br>(10) |
| **Structure and logic of writing**<br><br>*Submission is structured clearly and logically, while adhering to the required word limits.* | No submission.<br><br>OR<br><br>The response is far below the stipulated word count.<br>(0) | Submission is not logically structured and is difficult to comprehend.<br><br>OR<br><br>The response significantly exceeds the stipulated word count.<br>(5.5) | Submission has some logical structure and is clear enough to comprehend. The response adheres to the stipulated word count. (7) | Submission is structured well in terms of logic and clarity. The response adheres to the stipulated word count.<br>(8.5) | Submission is structured exceptionally well in terms of logic and clarity. The response adheres to the stipulated word count.<br>(10) |

(50 marks)