# Knowledge assessment: Research copyright, ethics and privacy

## Criteria

### Unit code, name and release number

ICTICT418 - Contribute to copyright, ethics and privacy in an ICT environment (1)

### Qualification/Course code, name and release number

ICT40115 - Certificate IV in Information Technology (2)

ICT40315 - Certificate IV in Web-Based Technologies (2)

ICT40415 - Certificate IV in Information Technology Networking (2)

ICT40515 - Certificate IV in Programming (2)

22334VIC - Certificate IV in Cyber Security (1)

ICT50415 - Diploma of Information Technology Networking (2)

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: 1.0

Date created: 7 December 2018

Date modified: 19 March 2019

For queries, please contact:

Technology and Business Services SkillsPoint

Ultimo

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge to analyse and review legislation, standards and organisational policies relating to copyright, ethics and privacy. |
| **Assessment Event number** | 1 of 2 |
| **Instructions for this assessment** | This is a written assessment and it will be assessing you on your knowledge of the unit.  This assessment has one part:   1. Short answer questions.   This assessment is supported by the following:   * Assessment Feedback. |
| **Submission instructions** | On completion of this assessment, you are required to upload it to the Learning Management System or hand it to your trainer for marking.  Ensure you have written your name at the bottom of each page of your assessment.  Submit the following documents for each part:   * Part 1   + This document.   It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment, all questions must be answered correctly and all items in the Assessment checklist must be marked Satisfactory. |
| **What do I need to provide?** | * USB drive or other storage method to save work to, with at least 500KB free space * Personal computer with internet access * A pen, if a paper version of assessment is provided. |
| **What will the assessor provide?** | * Access to the Learning Management System * Scenario documents as outlined in assessment:   + [*Copyright statement*](https://share.tafensw.edu.au/share/integ/gen/4e2424f3-024d-4bf1-b865-206ea679190e/0/?attachment.uuid=9a9d5961-4be6-451e-9973-1950e95abe50) (Copyright\_statement.pdf)   + [*Privacy Policy*](https://share.tafensw.edu.au/share/integ/gen/4e2424f3-024d-4bf1-b865-206ea679190e/0/?attachment.uuid=ed60ff9d-7d97-4ddf-ac86-c6b2bf5b569d) (Privacy Policy.pdf)   + [*Strategic Plan*](https://share.tafensw.edu.au/share/integ/gen/4e2424f3-024d-4bf1-b865-206ea679190e/0/?attachment.uuid=b290e42c-8127-4db4-a6e8-27f1a22d7a5a) (Strategic Plan.pdf). |
| **Due date/time allowed** | Indicative time to complete assessment:   * Two hours. |
| **Assessment location** | This assessment may be completed outside of the classroom. |
| **Supervision** | This assessment is an unsupervised, take-home assessment. Your assessor may ask for additional evidence to verify the authenticity of your submission and confirm that the assessment task was completed by you. |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with [Every Student’s Guide to Assessment](https://www.tafensw.edu.au/documents/60140/76288/Every+Students+Guide+to+Assessment+in+TAFE+NSW.pdf/cc2b5417-89a6-08f7-9a67-a0c2ff1e26ee). |

## Specific task instructions

In this scenario, you’re an IT Trainee at [*DataTrust*](https://share.tafensw.edu.au/share/file/22c51ecc-efca-455e-a7f2-18847749f30c/1/dataTrust.zip/dataTrust/index.html). DataTrust is currently reviewing its policies and procedures that relate to copyright, privacy and ethics and you’ve been asked to do some initial research so that you can assist the organisation in updating and implementing its policies and procedures.

## Part 1: Short answer questions

1. Read DataTrust’s [*Copyright statement*](https://share.tafensw.edu.au/share/integ/gen/4e2424f3-024d-4bf1-b865-206ea679190e/0/?attachment.uuid=9a9d5961-4be6-451e-9973-1950e95abe50) (Copyright\_statement.pdf) and answer the following questions (minimum 50 and maximum 150 words total):
   1. Is this a useful Copyright statement for visitors to the website? Explain why or why not.
   2. What do you need to do if you want to use any content from the DataTrust website?
2. According to [*Australian Privacy Principle (APP) 1*](https://www.oaic.gov.au/agencies-and-organisations/app-guidelines/chapter-1-app-1-open-and-transparent-management-of-personal-information) – open and transparent management of personal information – the organisation’s APP privacy policy must contain the following information:

* The kinds of personal information that the entity collects and holds
* How the entity collects and holds personal information
* The purposes for which the entity collects, holds, uses and discloses personal information
* How an individual may access personal information about the individual that is held by the entity and seek the correction of such information
* How an individual may complain about a breach of the Australian Privacy Principles, or a registered app code (if any) that binds the entity, and how the entity will deal with such a complaint
* Whether the entity is likely to disclose personal information to overseas recipients
* If the entity is likely to disclose personal information to overseas recipients—the countries in which such recipients are likely to be located if it is practicable to specify those countries in the policy.

Read through the [*Privacy Act 1988 overview*](https://www.oaic.gov.au/privacy-law/privacy-act/), DataTrust’s [*Privacy Policy*](https://share.tafensw.edu.au/share/integ/gen/4e2424f3-024d-4bf1-b865-206ea679190e/0/?attachment.uuid=ed60ff9d-7d97-4ddf-ac86-c6b2bf5b569d) (Privacy Policy.pdf) and DataTrust’s [*Strategic Plan*](https://share.tafensw.edu.au/share/integ/gen/4e2424f3-024d-4bf1-b865-206ea679190e/0/?attachment.uuid=b290e42c-8127-4db4-a6e8-27f1a22d7a5a) (Strategic Plan.pdf) to answer the following questions.

* 1. Does APP 1 apply to DataTrust? Explain why or why not (minimum 50 and maximum 150 words).
  2. Compare DataTrust’s Privacy Policy with the Privacy Act, in particular the [*Australian Privacy Principles*](https://www.oaic.gov.au/individuals/privacy-fact-sheets/general/privacy-fact-sheet-17-australian-privacy-principles) (APP) and the [*Notifiable Data Breaches scheme*](https://www.oaic.gov.au/privacy-law/privacy-act/notifiable-data-breaches-scheme) (NDB), to check whether they’re covered in the privacy policy. Record your answers for these questions in the following table:
     1. In the column ‘Privacy policy reference’, list the sentence or paragraph from the privacy policy that addresses the requirement. If it isn’t addressed, either partially or at all, note this.
     2. In the column ‘Privacy Act/NDB’, list the part of the Privacy Act that covers each requirement description.

|  |  |  |
| --- | --- | --- |
| Requirements | Privacy policy reference | Privacy Act/ NDB |
| The kinds of personal information that the entity collects and holds |  |  |
| How the entity collects and holds personal information |  |  |
| The purposes for which the entity collects, holds, uses and discloses personal information |  |  |
| How an individual may access personal information about the individual that is held by the entity and seek the correction of such information |  |  |
| How an individual may complain about a breach of the Australian Privacy Principles, or a registered app code (if any) that binds the entity, and how the entity will deal with such a complaint |  |  |
| Whether the entity is likely to disclose personal information to overseas recipients |  |  |
| If the entity is likely to disclose personal information to overseas recipients—the countries in which such recipients are likely to be located if it is practicable to specify those countries in the policy. |  |  |

* 1. APP 11 is about security of personal information. Using examples from DataTrust’s privacy policy, explain how the policy covers this principle (minimum 75 and maximum 150 words).
  2. How does privacy legislation and standards, as well as DataTrust’s privacy policy, relate to the goals listed in DataTrust’s Strategic Plan? (minimum 50 and maximum 100 words)
  3. If DataTrust was to expand or increase their customer base into Europe, what other privacy legislation would they need to comply with?

1. Locate the Australian Computer Society (ACS) Code of Ethics, as well as at least one other example of a code of ethics from an ICT organisation. Discuss one of the values from each code of ethics, as follows (minimum 50 and maximum 150 words each):
   1. What is the value that you’re discussing?
   2. What is the purpose of the value?
   3. Give two examples of situations where each value would apply.
   4. List website links for each of the codes of ethics.

Code of ethics 1

Code of ethics 2

1. List and outline the relevant federal and NSW legislation in Australia, for each of the following, and discuss how they relate to working in an ICT environment (minimum 40 and maximum 100 words each):
   1. Access and equity
   2. Workplace health and safety.
2. Copyright is one form of intellectual property. List and outline the relevant federal and state/territory legislation and guidelines in Australia (acts and regulations) relating to other forms of intellectual property, and discuss how they relate to working in an ICT environment (minimum 40 and maximum 100 words each):
   1. Patents
   2. Trade Marks
   3. Designs
   4. Circuit Layouts
   5. Trade secrets

## Assessment Feedback

This section is to be completed by the assessor. Once feedback has been provided by the assessor you will be given the opportunity to respond.

### Additional evidence for verification of assessments

#### Additional questions asked by assessor

Assessors may ask additional questions to clarify student understanding. List here any additional questions that were asked during this assessment event.

#### Student responses to additional questions

Record the student responses to any additional questions that were asked during this assessment event.

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***