# IT5013
# Professional Practice

# Assessment 1: Practical Tasks:
# IT and Law

**Course Level: 5**

**Course Credits: 15**

**Weighting towards the final grade: 10%**

**Alternative Course Codes: IT5023, IT5033, IT5043, IT5041, IT7513**

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## Conditions

- The lead tutor for this course will communicate the due date for this assessment to you.
- You can access all course materials and any other resources you wish to use as you work on the task.
- The work you submit must be your own work. It is an individual task.
- You can ask a tutor to clarify the instructions and for advice, but they cannot assist you in completing the task required – you must carry out the task yourself!

## Success Criteria

To be successful in this task you must obtain a minimum of 50% of the total available marks. The rubrics are located in the attached Marking Form document. Please read them to make yourself familiar with the expectations for this task.

You are allowed a maximum of two attempts. The maximum percentage to be awarded on a second assessment attempt is 50%.

The practical task contributes to 10% of the final course grade.

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# PRACTICAL TASK 1: IT AND LAW (LO1)

## 1. Privacy Checklist

Compile a privacy checklist that you can use when developing an IT system such as an app or a website. Base the checklist on the Privacy Principles (see below) and use the following guidelines:

1.  Select **five** of the 12 privacy principles set out in Section 6 of the Privacy Act.

2.  Consider what you would have to do to comply with each of these principles if you were developing an IT system, e.g. a Web application.

3.  Provide at least **two** actionable items for **each** of the principles you have selected for the checklist.

**Privacy Principles:**
*   Principle 1 - Purpose of collection of personal information
*   Principle 2 - Source of personal information
*   Principle 3 - Collection of information from subject
*   Principle 4 - Manner of collection of personal information
*   Principle 5 - Storage and security of personal information
*   Principle 6 - Access to personal information
*   Principle 7 - Correction of personal information
*   Principle 8 - Accuracy, etc., of personal information to be checked before use
*   Principle 9 - Agency not to keep personal information for longer than necessary
*   Principle 10 - Limits on use of personal information
*   Principle 11 - Limits on disclosure of personal information
*   Principle 12 - Unique identifiers

**Example of actionable item:**

Consider:

How are we going to ensure that users have the ability to update their personal information?

Users have the ability to update their personal information.

## 2. Privacy Policy

Select a specific website and create a privacy policy for it.

1.  Select an appropriate website: you may select a website you have created or another website of your choice, provided the website collects data in some way from its users.

2.  Describe the website (url and main purpose) in no more than 3 sentences and explain what type of data is being collected.

3.  Write a Privacy Policy for the website, taking this data and the Privacy Principles into account. You may use a tool to help you generate it.

4.  "Publish" your privacy policy:

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- ▪ If you are using a website you have developed, create a **privacyPolicy.html** page and link it to your website. The usual practice is to provide a link from the bottom of each page.

- ▪ If you have no web development experience, simply create a Word file **privacyPolicy_<StudentID>.doc** with your policy.

5. Explain how your privacy policy implements each of the five principles you analysed in the Privacy Checklist you created.

## Submission Checklist

Make sure you have completed the following tasks:

| Subtask | | Done |
|:---:|---|:---:|
| 1 | Created a privacy checklist for 5 of the Privacy Act Principles. | ☐ |
| 2 | Described selected website and data collected. | ☐ |
| 2 | Created a privacy policy for a selected website. | ☐ |
| 2 | Explained how the policy implements the 5 principles. | ☐ |

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