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| **TSC Category** | Governance and Compliance | | | | | |
| **TSC Title** | Data Ethics | | | | | |
| **TSC Description** | Apply legal and ethical principles in the collection, use, storage and disposal of data | | | | | |
| **TSC Proficiency Description** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** | **Level 6** |
|  |  | **ICT-LGL-3004-1.1** | **ICT-LGL-4004-1.1** | **ICG-LGL-5004-1.1** | **ICT-LGL-6004-1.1** |
|  |  | Apply and uphold principles of professional, legal and ethical conduct, policies and procedures in the handling of data | Analyse unethical practices and apply ethical decision-making models and strategies to address ethical dilemmas and issues | Formulate the organisation’s code of ethics, systems and processes to ensure adherence to professional, legal and ethical requirements for data usage | Drive professional, legal and ethical accountability and responsibility within and across organisations |
| **Knowledge** |  |  | * Organisation’s code of conduct, policies and procedures for handling data * Concept of accountability in the data lifecycle * Ethical decision-making framework * Types of data-related ethical issues and dilemmas and their impact * Legal, ethical and regulatory requirements * Personal Data Protection Act (PDPA) * Model AI Governance Framework * Industry-related code of ethics relating to data | * Types and indicators of breaches in data ethics * Principles and reasons underlying legislation and ethical decision-making, and ethical decision-making models for addressing ethical dilemmas * Personal and professional boundaries for ethical decision-making * Organisation’s code of conduct, policies and procedures for handling data * Concept of accountability in the data lifecycle * Legal, ethical and regulatory requirements * Personal Data Protection Act (PDPA) * Model AI Governance Framework * Industry-related code of ethics relating to data | * Implications of ethics in handling of data * Organisational policies and procedures for reviewing and reporting on governance and compliance * Underlying principles governing legislation and ethical decision-making * Hierarchy of guiding principles in resolution of ethical dilemmas * Legal, ethical and regulatory requirements * Personal Data Protection Act (PDPA) * Model AI Governance Framework * Industry-related code of ethics relating to data * Global trends and developments in data ethics | * Procedures and guidelines for benchmarking ethical practices and conducting audits and evaluations within and across organisations * Government policies, practice guidelines and requirements relating to data ethics * Global trends and developments in data ethics * Legal, ethical and regulatory requirements * Personal Data Protection Act (PDPA) * Model AI Governance Framework * Industry-related code of ethics relating to data |
| **Abilities** |  |  | * Adhere to the organisation’s code of conduct and the PDPA in the collection, use, retrieval and disposal of personal data * Accept responsibility for own behaviour * Recognise and report potential breaches in code of ethics * Apply decision-making process to resolve ethical dilemmas | * Review internal code of ethics to identify gaps and improve accountability in the use of data * Monitor compliance to professional, ethical practices, legal and regulatory requirements * Maintain relevancy and currency of organisation legal and ethical operational procedures | * Establish procedures to identify and address ethical problems * Develop and implement procedures to maintain confidentiality in accordance with data protection and ethics guidelines * Evaluate compliance requirements * Disseminate changes and updates in ethical-legal requirements, professional code of conduct and standards of practice * Maintain an environment conducive to upholding ethical data usage * Facilitate resolution of ethical conflicts in situations of breach of data ethics | * Evaluate organisational governance, compliance and risk management policies and procedures in relation to code of conduct relating to data * Assess changes in legislation and regulations, and benchmark ethical practices in the local and international contexts * Design new data ethics frameworks, formulating change structures and procedures * Determine ethical and legal implications on professional practices in policy review initiatives * Establish and monitor quality assurance procedures to ensure governance and ethical accountability * Identify and incorporate changes in ethical practices, professional guidelines, legislation, regulations and reporting requirements with reference to data-related government initiatives * Foster inter-disciplinary team collaborations to address ethical concerns, risks or considerations, benefits and outcomes of data-related projects |
| **Range of Application** | For Data Protection-related programmes, please refer “Guide to Develop Training Courses for Data Protection Officer (DPO)”, Personal Data Protection Commission (PDPC), <http://www.pdpc.gov.sg/dp-competency> [March 2020] | | | | | |