

SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT

TSC Category	Risk Management, Governance and Regulatory 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			<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

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Abilities			<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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]					