Open Awards Qualification Unit

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1 Unit Details

Unit Title:	Data Protection
QAC Code:	J/508/4681
Level:	Level 2
Credit Value:	2
Minimum GLH:	12

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the importance of data protection	1.1 Describe the principles of current data protection legislation
	1.2 Explain the difference between sensitive and non-sensitive data
	1.3 Describe the consequences of failing to keep data confidential
2. Know how to ensure data is kept secure	2.1 Describe rules for ensuring data is kept safe.
	2.3 Describe security precautions that can be taken to protect an individual's data.
3. Know methods of sending and receiving sensitive information	3.1 Describe ways to protect sensitive information being sent or received electronically
	3.2 Describe ways to protect sensitive information being sent or received using a paper-based system
	3.3 Describe situations where information should not be shared
4. Understand the importance of secure storage systems and methods of recording	4.1 Assess the importance of confidential information.
	4.2 Describe methods of using and storing data safely in a paper based information system.

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	4.3 Describe precautions that need to be in place when using and storing data in an electronic information system.

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