

# Learning Assessment Guide

## Unit Standard 23271 – Version 1

### Resolve ethical and legal issues in the collection and use of data in a state sector context

#### Level 5 – 4 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- tasks for you to complete
- a verification form for your manager to complete
- assessment results that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can:

- resolve privacy, security and confidentiality issues relating to the collection and use of data in a state sector context
- resolve issues relating to the impact on respondents of the collection and use of data in a state sector context.

## Assessment Task One – Elements 1 and 2

The questions in task one are designed to address:

- how the collection and use of data is assessed in terms of privacy principles, security requirements and confidentiality requirements
- the types of privacy, security or confidentiality issues that relate to the collection and use of data
- the impacts on respondents of the collection and use of data.

### *Task one question*

1. Identify **two** privacy principles relevant to the collection and use of data in your workplace. Provide your assessment of how each of these principles is addressed, using workplace examples to illustrate workplace practices.
2. Identify **two** security requirements of your agency (or a nominated government agency if you are not currently employed by one) related to the collection and use of data. Provide your assessment of how well your agency addresses each requirement using workplace examples to illustrate workplace practices.
3. Identify **two** confidentiality requirements relating to the collection and use of data in your agency (or a nominated agency). Provide your assessment of how well your agency addresses each requirement, using examples of workplace practice to support your assessment.
4. Give **four** examples of privacy, security or confidentiality issues that may arise relating to the collection and use of data.
5. Using examples from your workplace, explain how the collection and use of data impacts on respondents. Examples of at least **three** impacts are required.

## Assessment Task Two – Element 1

- You will need to provide evidence of a process or procedure you have developed and implemented to resolve a *privacy*, a *security* and a *confidentiality* issue relating to the collection and use of data in your workplace. These issues could involve - purpose for collection, physical and electronic barriers, office practices, data matching, data sharing, or statistical disclosure control.
- Provide your assessor with copies of workplace documents that you have written, such as new policy, an implementation procedure document, a recommendation which is currently being implemented. Alternatively write a short description of the process and/or procedure you have developed and show it to your manager for verification purposes.

## Assessment Task Three – Element 2

- You will need to provide evidence of a process or procedure you have researched for resolving the impacts on respondents of the collection and use of data in your workplace. Impacts could include – respondent burden or use for statistical versus operation purposes.

The process or procedure will need to be verified by your manager. If the process or procedure for this assessment task is included in the process or procedure for assessment task two, this needs to be indicated in your response.

### Learner verification form – unit standard 23271 V1

<b>Name of learner:</b>	
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This learner is currently being assessed toward unit standard 23271 – Resolve ethical and legal issues in the collection and use of data in a state sector context. Your knowledge of the learner is sought to verify whether or not the learner demonstrates a good understanding and application of how to resolve the ethical and legal issues in the collection and use of data. Evidence needs to be supplied that the learner has provided a process or procedure they have developed or assisted in developing to resolve privacy, security and confidentiality issues relating to the collection and use of data and a process or procedure they have developed or assisted in developing for resolving the impacts on respondents of the collection and use of data in their workplace. The evidence needs to be the learner’s own work.

Please complete this form and arrange for it to be passed on to the 23271 assessor.

Did the learner supply a process or procedure they have developed or assisted in developing to resolve privacy, security and confidentiality issues relating to the collection and use of data for areas covered by their work responsibility?	Yes	No
Did the learner supply a process or procedure they have developed or assisted in developing for resolving the impacts on respondents of the collection and use of data for areas covered by their work responsibility?	Yes	No
Does the learner regularly perform these skills in the workplace to a standard required by the organisation?	Yes	No

Comments:

Name:		Phone:	
Position:		Date:	
Email:			

## Assessment Results

These are the judgements that your assessor will use to assess you.

Do the learner's answers provide sufficient and appropriate examples?	Yes	No
Do the learner's answers demonstrate an understanding of how to assess the collection and use of data in terms of privacy principles, security requirements and confidentiality issues?	Yes	No
Do the learner's answers demonstrate an understanding of privacy, security and confidentiality issues that arise relating to the collection and use of data?	Yes	No
Do the learner's answers demonstrate an understanding of the impacts on respondents of the collection and use of data?	Yes	No
Do the responses from the learner's manager endorse the learner's understanding and demonstration of the development of a process or procedure to resolve privacy, security and confidentiality issues relating to the collection and use of data and the impacts on respondents of the collection and use of data for areas covered by their work responsibility and verify that it is the learner's own work?	Yes	No
Do the responses from the learner's manager endorse the learner's ability to perform these skills in the workplace to a standard required by the organisation?	Yes	No
Do the learner's processes or procedures resolve privacy, security and confidentiality issues relating to the collection and use of data and the impacts on respondents of the collection and use of data in their workplace?	Yes	No
Has the learner provided a minimum of three different processes or procedures or one collated process or procedure that resolves privacy, security and confidentiality issues relating to the collection and use of data and the impacts on respondents of the collection and use of data in their workplace?	Yes	No